

(Revised 7/2005)

1. Institution/Division/Office Central Office/Executive/CALPIA
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3. Class Title Contract Instructor – MTTC
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5. Current Position Number (Agency-Unit-Class-Serial) Contractor
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2. Unit Name/Industry
Marine Technology Training Center (MTTC)/CTE

4. Proposed Incumbent (if known)
TBD

6. Effective Date

7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Workforce Development Branch Administrator, Contractor agrees to provide the California Prison Industry Authority (CALPIA) with services as an Instructor for the Marine Technology Training Center (MTTC), supervising and training inmates in various occupations in the marine and commercial diving industry. Program courses will prepare and qualify the inmates for work in areas where there is a high demand for trained workers. The services shall be performed at the MTTC, California Institute for Men, 14901 Central Avenue, Chino, CA 91710. **Work Shift:** Monday – Friday, 7:00am –3:30pm

8. Percentage of time performing duties:

9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)

ESSENTIAL FUNCTIONS

20%

Supervise, direct, and train inmates in various occupations in the marine and commercial diving industry. Program courses in the following areas, include but are not limited to: Bridge Repair and Maintenance (R & M), Warf and Pier Construction (R & M), Underwater Non-destructive Testing (R & M of steel structures), Commercial Diving/Inland and Offshore, Underwater Salvage & Recovery, Underwater Remote Control Vehicles, Hyperbaric Chamber Operations, Boom and Environmental Pollution Control in US Ports. Contractor to maintain liaison with ADCI and Diving Contractor's for employment opportunities within the industry.

35%

The contractor will also perform the following functions but are not limited to: Complete, maintain, and update as needed, standardized curriculum to conform to industry standards, Plan and schedule a variety of classes to meet the requirements for each vocational field with the responsibility of requisitioning for class training aids, materials and equipment, Process and maintain inmate attendance, grading, counseling, performance evaluation and records of progress, Supervise and assign work, check quality of teaching performed and assure conformance to established standards as defined in the Association of Diving Contractors International-Consensus Standards for Commercial Diving and Underwater Operations, Department of Commerce – OSHA Diving Standards, and U.S. Coast Guard Diving Standards, Maintain discipline and custodial control of assigned inmates during schooling hours, maintain security of equipment and tool control as required

20%

The contractor will supervise mechanics in keeping all shop, training, and classroom equipment operating safely and efficiently, Conduct safety training, maintain safety records and reports, and perform safety inspections, Meet and confer with CALPIA Management Staff as necessary to consult on the progress of the IEP that will be beneficial to both inmates and prospective employers,

10%

The contractor is required to assure adherence to all safety regulations and security guidelines, Contractor shall be responsible to maintain a training environment that provides students with reintegration opportunities by meeting the industry certification standards upon parole from MTTC, Contractor shall take the initiative to create, maintain and require performance standards that meet or exceed industry standards or CALPIA expectations, The Contractor is required to provide a monthly activities detail including area(s) of course/class instruction, course/class dates and subject hours

10%

The contractor is required to maintain the following job requirements and certificates throughout the term of the contract: First Class Diver or equivalency certificate, CPR & First

5%	<p>Aid Certificate, Knowledge of underwater construction, inspection, and salvage , underwater welding and burning, and diving equipment repair and maintenance, Liability insurance</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>The contractor will work collaboratively as part of a team in the implementation of the CALPIA's Career Technical Education mission, goals and objectives. They will also assists in the development of program policies, standards, procedures, development of class curriculum, processes and procedures regarding complex and diverse practices of program policy and procedure manuals for statewide CTE programs.</p>
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