

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

INSTITUTION ENVIRONMENTAL SERVICES SUPERVISOR

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the supervisory position which functions as the Institution Environmental Services Supervisor for the Central Wisconsin Center and the Mendota Mental Health Institute institutions within the Department of Health and Family Services. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

The supervisory position in this classification functions as the Institution Environmental Services Supervisor for the Central Wisconsin Center and the Mendota Mental Health Institute institutions within the Department of Health and Family Services. This position supervises and administers environmental services programs for the two institutions, including safety, security, threat management, hazardous waste management and reporting and recordkeeping, housekeeping, laundry, sewing, and transportation. This position is responsible for budget development and implementation, program planning, and policy and procedure development for the assigned program areas. The position in this classification meets the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of the Professional Program Support Survey.