

Effective Date: October 11, 1998  
Modified: June 12, 2005  
Modified: December 11, 2005

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CORRECTIONS PLANNING &  
OPERATIONS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional management positions located within the Department of Corrections (DOC) which function as Corrections Planning and Operations Specialists. These positions meet the definition of management as defined in Wis. Stats. 111.81(13) as interpreted and administered by the Wisconsin Employment Relations Commission. 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.

B. Inclusions

This classification encompasses professional management positions which perform duties responsible for: 1) creation and monitoring of the Incident Management System and associated responsibilities used for emergency preparedness; or 2) oversight of inmate health care, provided to all Wisconsin inmates housed at DOC institutions and at designated contract facilities both in-state and out-of state; or 3) providing management of DOC radio communications including the development and implementation of radio communication systems for DOC.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions not located within the Department of Corrections.
2. Positions which do not meet the statutory definition(s) of management as defined in Wis. Stats. 111.81(13).
3. All other positions that are more appropriately identified by other classification specifications.

#### D. Entrance Into This Classification

Employees enter into this classification by competitive examination.

## II. DEFINITION

These professional management positions allocated to this class under general supervision function as:

1) Corrections Planning and Operations Specialist with a statewide focus for all DAI institutions and Central Office responsible for planning, developing, maintaining and monitoring the Incident Management System (IMS) to include the Emergency Preparedness Plans for all institutions facilities and central office; planning, developing and conducting regular and special climate reviews for all facilities; maintaining and monitoring security management activities for institutions; planning, developing, maintaining and monitoring contracts for housing Corrections' inmates in public and private in-state and out-of-state facilities; reviewing and processing special, high profile inmate transfers, Interstate Corrections Compact transfers, and extradition efforts as assigned; completing special assignments, investigations, audits and after action reviews, and developing policies and procedures; or

(2) Corrections Planning and Operations Specialist with a statewide focus for all institutions providing oversight of the healthcare for all inmates housed at Corrections, and at designated contract facilities both in-state and out of state; responsibilities include monitoring health services for compliance with the contractual terms, applicable policies and procedures, professional standards of care and applicable federal, state and local laws and regulations; evaluating health service delivery systems; identifying issues that require corrective action; working with institutions and contractors to assure corrective measures are implemented; conducting regular and special health-related climate reviews; conducting all health care complaint investigations, resolving them in a timely manner; serving as liaison and expert resource regarding health care to institution and contract facility staff; disseminating information to staff making suggestions on improvements; serving as liaison and expert resource regarding health care at contract sites to all other DOC staff ; monitoring health care of critical care inmates at institutions and contract sites; and coordinating the return of inmates to Wisconsin for health reasons; maintaining records pertaining to medical issues; providing written reports and correspondence; responding to all health care inquiries from inmates, family members, legislators, community representatives, the media and the general public and assisting in the development of Requests for Proposal (RFP) and contracts; . OR

(3) Corrections Planning & Operations Specialist with a statewide focus for all adult institutions (20), centers (16) and schools (3) evaluate all of DOC in the areas of communications assessment and recommend standardize communications standards; provide policies and procedures to ensure this process; manage DOC radio systems including fleet mapping, maintenance and audit of Code Plug data for programmable radios; maintain inventory of radio equipment; coordinate purchase of equipment to ensure compatibility and cost effectiveness; coordinate with outside agencies interoperability of radio equipment and frequencies; assist purchasing agent in development of requests for purchase for radio systems and equipment; and administer FCC frequencies licensed to DOC.

## III. QUALIFICATIONS

The qualifications required for these positions 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 October 11, 1998 as a result of the Professional Program Support Survey and announced in Bulletin CC/SC-92. These positions were formerly classified as Administrative Officer 1. The Corrections Contracts Specialist classification was abolished and Corrections Planning and Operations Specialist classification created on June 12, 2005 and announced in Bulletin OSER-0065-MRS-SC to reflect changes in the Department of Corrections Planning and Operations Unit including the addition of emergency preparedness, security, extradition and an allocation for a Health Monitor position responsibilities. The Corrections Planning and Operations Specialist was modified December 11, 2005 to include the new position responsible for the department radio program.

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