

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**CORRECTIONS ADMINISTRATIVE SPECIALIST-CONFIDENTIAL**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisc. Admin. Code, for making classification decisions relative to a single position at the Department of Health Services, Wisconsin Resource Center (WRC) or positions at the Department of Corrections. This classification specification is not intended to identify every duty which may be assigned to this position 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 classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification 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; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses a single position located at Department of Health Services, Wisconsin Resource Center, which provides specialized support to the Wisconsin Resource Center or positions located at the Department of Corrections. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81(7). Positions may meet the definition of supervisor, as defined in s. 111.81(19), Wis. Stats, as administered and interpreted by the Wisconsin employment relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions other than the single position located at the Department of Health Services, Wisconsin Resource Center, and specifically identified within this classification specification or the type of work described within this classification for the Department of Corrections.

3. Positions which are responsible for providing a variety of clerical and paraprofessional program support activities for supervisory, professional, or administrative staff for a majority of the time, and are more appropriately classified as Program Assistant or Program Assistant-Confidential.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into Classification

Employees enter the position allocated to this classification by competition.

## II. DEFINITION

### **CORRECTIONS ADMINISTRATIVE SPECIALIST-CONFIDENTIAL**

This is work related to: 1) the provision of specialized support to the Wisconsin Resource Center functioning as an assistant to the Wisconsin Resource Center Superintendent; provides a wide range of specialized support related to the institution's public relations, media; and, coordinates all of the institution ongoing litigation for suits filed against the WRC or 2) the provision of specialized support to the deputy warden with primary responsibility for the administrative oversight of institution compliance matters specifically related to all ongoing litigation suits filed against the DOC Institution, open records inquiries and inmate appeals. Position will supervise administrative and supervisory staff providing program support for the assigned program. Work is performed under general supervision.

#### **Representative Position:**

Wisconsin Resource Center (WRC): Under the general supervision of the Institution Superintendent, this position is responsible for providing administrative support to the Superintendent and Deputy Superintendent; functioning as the institution's coordinator for all suits filed against the WRC; maintaining the institution's public relations, media, and community relations programs; and performing special assignments. Some of these functions require the position to investigate inmate complaints and determine whether employee misconduct has occurred.

Oshkosh Correction Institution (OSCI): Under the general supervision of the Deputy Warden, this position is responsible for providing support to the Deputy Warden on: planning, coordinating, and administering the institution records office programs; responding to litigation filed when institution staff are named as defendants; and processing open records requests.

## III. QUALIFICATIONS

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

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to identify professional, confidential positions which provide administrative support at the Department of Corrections or the Wisconsin Resource Center. This classification replaces the Corrections Administrative Specialist 1 and 2-Confidential classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented positions.

This classification was modified effective April 1, 2018, and announced in bulletin DPM-0465-CC/SC, to remove all references to the Department of Correction and explicitly prohibit any other position besides the singular position at WRC to be classified within this classification. The definition language was updated to concurrently to better reflect the position's job assignments.

This classification was modified effective August 29, 2020, and announced in bulletin DPM-0551-CC/SC to add an allocation pattern at the Department of Corrections for positions working on inmate litigation, open records, or similar, for a majority of the time. The exclusions and inclusions were also adjusted.

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