

**Effective Date: March 12, 2000**  
**Modified Effective: May 11, 2008**  
**Modified Effective: July 14, 2013**  
**Modified Effective: September 1, 2019**

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**CORRECTIONS ADMINISTRATIVE UNIT SUPERVISOR**

**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 positions which manage administrative and program functions and supervise subordinate staff within the Department of Corrections. 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 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; licensure or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections which manage administrative and program functions. Positions allocated to this classification meet the statutory definition of supervisor in Wis. Stats., s. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in Wis. Stats., s. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located within the Department of Corrections (DOC).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

### **CORRECTIONS ADMINISTRATIVE UNIT SUPERVISOR**

Positions allocated to this classification are responsible for supervising staff and: (1) responsible for directing the operations of the Electronic Monitoring Center (EMC) within the Division of Community Corrections; or 2) responsible for administration and management of either the Business Development Unit, Sales and Marketing Unit, or the Safety/Customer Service/Transition Unit within the Bureau of Correctional Enterprises (BCE), Division of Adult Institutions. Work is performed under general supervision.

#### **Representative Positions:**

Division of Community Corrections: Under the supervision of a Corrections Services Supervisor, this position supervises Corrections Communications Supervisors that provide shift supervision to Corrections Communications Operators; develops, analyzes and implements operational policies and procedures; provides administrative oversight and technical consultation to all operations; develops and oversees the EMC's formal and on-the-job staff training program; develops, implements and monitors an inventory system for electronic monitoring equipment; ensures compliance with the National Crime Information Center (NCIC), TIME (Transaction Information for the Management of Enforcement) and the Wisconsin Department of Justice Crime Information Bureau (CIB) standards; develops, implements, and oversees the electronic file management system within the EMC; and represents the EMC to other DOC Divisions, state agencies and counties.

Division of Adult Institutions, Bureau of Correctional Enterprises: Under the supervision of the BCE Director, this position plans, directs and manages all the activities of the Safety Service and Transition unit to accomplish BCE objectives. Additional responsibilities include participating in business planning and decision making with the BCE management team; maintaining and ensuring all workers in BCE receive training in safe and efficient equipment operation, use of safety/protective equipment, and appropriate work place behavior; and supervising unit staff..

## 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 original Corrections Administrative Supervisor 1-3 classification series was created as a result of the Professional Program Support Survey effective February 15, 1998, and announced in Bulletin CC/SC-81. This classification specification was modified to include a single position within the Division of Juvenile Corrections which had previously been classified as a Juvenile Services Supervisor at the Corrections Administrative Supervisor 3 level. This modification was announced in Bulletin CC|SC-92 and effective October 11, 1998. This classification series was modified to include a single position in the Bureau of

Correctional Enterprises, which had previously been classified as an Administrative Assistant 4-Supervisor at the Corrections Administrative Supervisor 1 level. This modification was announced in Bulletin CC/SC-95 and was effective December 6, 1998.

This series was abolished to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. Level 1 became Corrections Administrative Supervisor and levels 2 and 3 were combined to create the Corrections Administrative Unit Supervisor classification.

This series was modified effective May 11, 2008 and announced in bulletin OSER-0187-MRS/SC to delete two unused allocations and update the remaining two.

The series was modified effective July 14, 2013 and announced in Bulletin OSER-0333-MRS/SC-to update the Division of Community Corrections represented position.

The series was modified effective September 1, 2019 and announced in Bulletin DPM-0500-CC/SC to update the Division of Adult Institutions, Bureau of Correctional representative position sections and revise relevant allocation pattern.

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SMB/KAS  
CSM/SH  
CSM/LSK  
RMS/PCF  
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