

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONAL MANAGEMENT SERVICES DIRECTOR

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 supervisory positions located within the Department of Corrections which function as the Correctional Management Services Director at one of the adult or juvenile correctional institutions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections which function as the Correctional Management Services Director at one of the adult or juvenile correctional institutions. Positions allocated to this classification administer institutional support programs, including accounting, fiscal control, budget preparation and development, purchasing, food service, safety, communications, housekeeping, laundry, power plant, vehicle maintenance, and building and grounds maintenance and repair; and meet the statutory definitions of supervisory as defined in Wis. Stats. 111.81(19). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Corrections or positions which do not function as the Correctional Management Services Director.

2. Positions which do not meet the statutory definition of supervisory as defined in Wis. Stats. 111.81(19).
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 competitive examination.

II. DEFINITIONS

CORRECTIONAL MANAGEMENT SERVICES DIRECTOR

Positions allocated to this classification function as the Correctional Management Services Director at adult or juvenile correctional institutions. The positions located at the adult correctional institutions administer all phases of the institutional support programs including some or all of the following types of programs: accounting; fiscal management; budget preparation, development, and implementation; purchasing; food service; safety; communications; housekeeping; laundry; clothing; stores; canteen; power plant; vehicle maintenance; building and grounds maintenance and repair; physical plant; word processing; inmate accounts; wastewater treatment; and information technology. Positions allocated to this classification include the Correctional Management Services Directors at adult correctional institutions, and the Wisconsin Correctional Center System.

The positions located at the juvenile correctional institutions administer all phases of the school support programs including fiscal operations, budget, facilities management and repair, power plant, custodial, safety, canteen, wastewater plant, medical business services environmental, laundry/sewing, information technology, food service, stores and purchasing. Positions allocated to this classification are the Correctional Management Services Directors at juvenile schools.

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 specification was modified to remove the Department of Health and Social Services which no longer uses this classification and to re-title the classification to reflect its use only by the Department of Corrections, effective October 3, 2004 and announced in Bulletin OSER-0052-MRS-SC.

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