STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

JUSTICE SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future supervisory positions which oversee programs in the Department of Justice. This classification specification is not intended to identify every duty that 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

The positions in this classification are supervisory positions which function as the Office/ Business Managers for the Department of Justice. Positions are responsible for administering the majority of the following services to include budget compliance, personnel, purchasing, security, facilities management, fleet management, telecommunications and supervision of staff. Positions allocated to this classification may supervise units of paraprofessional, technical staff and/or administrative staff. Positions allocated to this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are not located in the Department of Justice.

3. Positions which, for the majority of the time, perform duties and responsibilities which are more appropriately classified as Justice Program Supervisor.

4.   All other positions which are more appropriately identified by other classification specifications.

D.   Entrance Into This Classification

Entrance into this classification is by competition.

II.   DEFINITIONS

JUSTICE SUPERVISOR

Positions in this classification are supervisory positions which function as the (1) Office/Business Manager for a State Crime Laboratory or (2) Facility Business Manager which oversee a combination of services to include facilities, security, telecommunications, budget compliance, purchasing and personnel within their respective program area. Positions allocated to this classification recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation and discipline of subordinate staff. Positions may supervise justice services or programs on a statewide basis.

Representative Positions:

State Crime Laboratory: This position serves as the laboratory supervisor for the majority of time overseeing the personnel, budget compliance, purchasing, telecommunications, LAN Administration, Laboratory Information Management System (LIMS), case and evidence submission and evidence return, case record management; provides final review on forensic analysts' reports; and prepares statistical reports. This position coordinates laboratory facility and fleet needs with the DOA and DOJ liaisons; oversees the records/forms process to ensure compliance with Records Center and criminal justice partners; and implements LIMS policy and procedures. This position supervises technical and/or administrative support staff and may oversee contracted security guards; coordinates the support services with forensic services for the laboratory; and functions as the liaison with other program areas as well as outside agencies in order to effectively monitor progress and compliance.

Facility Business Manager: This position functions as the Business Manager which for the majority of the time oversees the DOJ Justice Risser Center facility in regards to all space management functions; serves as the liaison with DOA on maintenance concerns and other DOJ business managers; and oversees the agency fleet program and policies. This position provides oversight in fiscal, purchasing, records and forms management, and printing management within their respective program area, oversees contracted security guards; and supervises administrative and/or professional staff. This position has frequent contact with other agencies, bureaus, vendors and represents the department in areas of responsibilities.

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 March 12, 2000 as a result of the Broadbanding Study and announced in Bulletin CLR/SC-109 to describe positions which were previously classified as Justice Program Supervisor 1. That classification was abolished in the same bulletin effective March 12, 2000.

The classification was modified effective June 11, 2017 and announced in Bulletin DPM-0444-CC/SC to update/clarify the scope of the work expected, update the definition language.

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