

Effective Date: August 7, 1994

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

STAFF DEVELOPMENT 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 the present and future professional supervisory position located within the Department of Corrections, Division of Management Services which functions as the Staff Development Director. 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.

B. Inclusions

This one-position classification specification encompasses the professional supervisory position located within the Department of Corrections, Division of Management Services, which functions as the Staff Development Director. The position allocated to this classification supervises and directs the Department of Corrections' training programs, including the development and monitoring of the annual training and staff development plan; administers the Corrections Training Centers at Oshkosh and Milwaukee; develops and administers the training budget; and maintains training records. This position meets the statutory definition of supervisory as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and 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 Staff Development 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 typically enter positions within this classification by competitive examination.

II. DEFINITIONS

STAFF DEVELOPMENT DIRECTOR

The position allocated to this classification is located within the Department of Corrections, Division of Management Services, and functions as the Staff Development Director. This position supervises and directs the department's training programs, including the development and monitoring of the annual training and staff development plan; administers the Corrections Training Centers at Oshkosh and Milwaukee; develops and administers the training budget; and maintains training records. This position directs the department's professional, clerical, security and public safety, blue collar, supervisory and managerial staff training programs. This position is also responsible for program planning, policy and procedure input and development, and supervision of staff within their respective program area.

III. QUALIFICATIONS

The qualifications required for this position 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.

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