

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
INSTITUTION REGISTRAR

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 Institution Registrar positions spending a majority of time ensuring the lawful commitment and release of patients at a state institution for persons with mental illness. This classification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from a 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 class concepts and definition 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 positions located within the Department of Health Services located at the Winnebago or Mendota Mental Health Institutes that spend a majority of time ensuring the lawful commitment and release of patients through a review of legal records and court sentences or commitments. Positions allocated to this classification may function as a leadworker providing direction to other office staff or have responsibility for functioning as a records registrar by reviewing and maintain a variety of patient records.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of management or supervisor as defined in 111.81(13) and (19), Wis. Stats., respectively, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located in the Department of Health Services at the Winnebago Mental Health Institute or Mendota Mental Health Institute.
3. Positions that, for a majority of time, are responsible for investigating complaints on institution rules, policies, practices, and individual staff action from offenders and are more appropriately classified as Institution Complaint Examiners.

4. Positions located in an institution records unit not responsible for ensuring the extradition or lawful commitment and release of offenders and/or patients for a majority of the time.
5. Positions located in an institutions records unit performing general office support and are more appropriately classified as an Office Associate or an Office Operations Associate.
6. All other positions more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

## II. DEFINITIONS

### INSTITUTION REGISTRAR

Positions allocated to this classification are located within the Department of Health Services at a Mental Health Institution and work under close progressing to general supervision. These positions are responsible for performing specialized administrative support work to ensure the lawful commitment and release of patients at state institutions by completing a review of admission/discharge files and applying extensive knowledge of numerous Statutes, Administrative Codes, and changes in court decisions related to patient admissions, releases, legal documents, and sentence computations. Positions provide consultation regarding the policies and procedures for admissions, discharges, and patient legal status to patients, social workers, institution staff, attorneys, law enforcement agencies, mental health providers, other counties, courts, other agencies, management staff, and/or the public; process civil action law suits; provide advice on appropriate actions based on subject matter expertise on procedure and policy to DHS staff members as required; may appear in court to provide testimony on patient commitments; and, for less than a majority of the time (i.e., less than 50%) determine and review and/or compute commitment or sentence periods.

Positions may function as a leadworker or provide direction and training to other office staff.

#### **Representative Positions:**

Division of Mental Health and Substance Abuse Services, Mendota Mental Health Institute: This position monitors patients' legal statuses, oversees census status changes and due dates providing notifications related to legal status of patients. Provides consultation regarding Wisconsin Statutes (Ch. 51, Ch. 55, Ch. 938, and Chs. 939-971) to Institute staff, 51 42/437 Boards, Judges, District Attorneys, to Institute treatment professional staff, 51, Corporation Counsels, county representatives, and the general public regarding legal aspects of admissions and subsequent release of patients. Responsible for completing required paperwork and sentence/commitment computations for each hospitalized patient. Completes all admission, discharge, and return to/from court processes through the Admissions office This position provides direction and training to office support staff in the Admissions Office.

Division of Mental Health and Substance Abuse Services, Winnebago Mental Health Institute: This position administers and coordinates specific legal administrative processes mandated by Wisconsin Statutes related to the lawful admission and discharge of forensic patients;; is responsible for liaison work with courts, unit staff, 51.42 Boards and law enforcement agencies in all legal matters governing MMHI retention and discharge of patients; provides consultation or technical assistance regarding Wisconsin Statutes (-Ch. 51, -Ch. 55, Chs. 939- 971, Ch. 48, and - Ch. 938); reviews and completes commitment-related computations.

### **III. QUALIFICATIONS**

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

### **IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective July 24, 2005, replacing the Offender Registrar classification which was abolished on that date. Both class actions were announced in Bulletin-OSER-0073-MRS-SC to expand the classification concepts in the specification to include positions that spend the majority of time maintaining records and insuring the lawful commitment and release of patients, rather than limit exclusively to inmates.

This classification was modified effective January 7, 2007 and announced in bulletin OSER-0156-MRS/SC to describe positions located at the Department of Corrections-DCC. These positions ensure the lawful extradition of DCC absconders back to Wisconsin.

This classification was modified effective May 29, 2016, and announced in bulletin DPM-0424-CC/XC as a result of the Offender Record Assistant Personnel Management Survey implementation. Department of Corrections positions previously in this classification were reallocated to the Corrections Sentencing Associate classification series (created in the same bulletin) and the specification language was updated to most appropriately reflect the work of the positions at positions at the Mendota or Winnebago Mental Health Institutes that perform highly skilled administrative work in support of the lawful commitment and release of patients and coordinate the entirety of the admissions/discharge process.

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