

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

OFFENDER RECORDS SUPERVISOR

1. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions located at the Department of Corrections (DOC) and Department of Health Services (DHS) which function as Offender Records Supervisors. 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 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 positions located at the Department of Corrections and the Department of Health Services which supervise staff in a records office/unit and ensure the lawful commitment and release of offenders/patients through a review of legal records and court sentences. 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 s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions which are not located in a records office in the Department of Corrections or records office/unit in the Department of Health Services;
3. Positions which are responsible for directing and supervising social services, treatment, and other specialized services and programs in an adult or juvenile correctional institution/center and/or a Mental Health Institution/facility for a majority of the time and are more appropriately classified as Corrections Program Supervisor;

4. Positions which are responsible for program supervision of statewide records program in a Division's Centralized records unit with responsibility for supervising Offender Status Consultant(s) and/or lower level Offender Records Supervisor(s) a majority of the time and are more appropriately classified as Offender Records Unit Supervisor;
5. 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. DEFINITION

Positions allocated to this class are located in the Department of Corrections or Department of Health Services Division of Mental Health and Substance Abuse Services (DMHSAS) facility and serve as a supervisor of a records unit. Positions are responsible for the lawful commitment and release of offenders/patients consistent with court established sentences/commitments and current law through a review of legal records and court sentences. These positions determine and review sentence computations; provide consultation to offenders/patients, institution staff, attorneys, law enforcement agencies, courts, other agencies, management staff, and/or the public; respond to subpoenas; provide court testimony; interpret relevant statutes and rules; manage the records office; and supervise subordinate staff. Work is performed under general supervision.

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 was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions located at the Department of Corrections which supervise an offender records unit. This classification replaces the Offender Records Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

The specification was revised effective May 29, 2016 and announced in Bulletin OSER-0424-SC/CC to update the inclusion, exclusion and definition language and to open the specification up for use by the Department of Health Services Division of Mental Health and Substance Abuse Services in conjunction with the implementation of the Offender Records Assistant Personnel Management Survey.