

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

OFFENDER RECORDS UNIT 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 professional supervisory positions located within the Department of Corrections functioning as an offender records program supervisor for a Division's centralized records unit. 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 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 professional supervisory positions in the Divisions of Community Corrections (DCC) and Adult Institutions (DAI) in the Department of Corrections. The positions allocated to this classification function as the offender records program supervisor for a Division's centralized records units, with a statewide responsibilities. The positions are responsible for overseeing the maintenance of a variety of offender records and managing the daily operations of a division's centralized records unit. The position allocated to this classification meets the statutory definition of supervisor in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of time, are responsible for directing and supervising social services, treatment and other specialized services and programs in an adult correctional institution or correctional center and are more appropriately classified as Corrections Program Supervisor.

3. Positions which, for a majority of time, are responsible for supervising a single institutional records unit in a Correctional Institution or a single records unit within the Division of Community Corrections and are more appropriately classified as Offender Records Supervisor.
4. All other positions more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

OFFENDER RECORDS UNIT SUPERVISOR

Positions allocated to this classification are located within the Department of Corrections, Division of Community Corrections (DCC) and Division of Adult Institutions (DAI) and have total statewide records responsibilities for their respective division. Under general supervision, positions function as the offender records program supervisor for the Division's Centralized records units with responsibility for supervising Offender Status Consultants and/or lower level Offender Records Supervisor(s). Records management program oversight responsibilities for all of DCC or all of DAI include: maintenance of inmate and offender records handled as paper, images and data by the Division; preservation of quality records management operations within the Division; work with internal and external partners; review use of and compliance with Division record office policies and procedures; provide updates to records management policies and procedures and tools to lead or stay current with private and public sector progress and requirements.

Represented Position:

DAI Records Director: Under the general supervision of the DAI Financial Manager, this position supervises the Division's CRO Offender Records Supervisor position and the Offender Status Consultant positions. Records management program oversight responsibilities for all of DAI include: incorporating major law changes that impact sentencing into record office procedures; working very closely with the Office of Legal Counsel to ensure that all DAI Records Offices are continually informed of changes to laws and related procedures; spending a significant percentage of time trouble shooting issues that are legal in nature and provides interpretation for the Central Records Office; providing technical advice to the DAI Administrator and Assistant Administrators.

III. QUALIFICATIONS

The qualifications for this position will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed 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 to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. The position in this classification was previously classified as an Offender Records Supervisor 3. The Offender Records Supervisor 3 class was abolished effective March 12, 2000 and also announced in Bulletin CLR/SC-109.

This classification was modified effective July 12, 2015 in Bulletin OSER-0399-CC/SC to allow for two positions, one in DAI and one in DCC and to update the definition language and add a representative position.

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