

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
OFFENDER STATUS CONSULTANT**

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 positions located in the Division of Adult Institutions, Department of Corrections (DOC), which spend a majority of the time providing technical consultation and training in matters dealing with sentence computation, admission and release of inmates, and interpretation and administration of related Wisconsin Statutes and Wisconsin Administrative Code. 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 professional and confidential positions, as defined in s 111.81(15) and (7), Wis. Stats., located in the Division of Adult Institutions (DAI) Central Records Office (CRO) at the Department of Corrections. These positions are subject matter experts on offender status issues and policy interpretations and deal with sentence computation; admission and release of inmates; and interpretation and administration of Wisconsin Statutes and Wisconsin Administrative Code as they relate to prison sentences. Positions spend a majority of the time providing technical consultation to courts, district attorneys, DOC legal counsel, DOC Divisional records staff and the Wisconsin Resource Center (WRC); and participate in development of training programs.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions that do not meet the statutory definition of professional and confidential as defined in s. 111.81(15) and (7), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions that perform supervisory records duties for a majority of the time and are more appropriately classified as Offender Records Supervisor, or Offender Records Unit Supervisor.
4. Positions that perform spend a majority of time performing records office support functions relating to offender files and offender status at an assigned institution or records unit and are more appropriately classified as Offender Records Assistant 1-3 and Institution Registrar.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance to this Classification

Employees enter this classification by competition.

II. DEFINITIONS

Under general supervision, positions in this classification perform highly responsible administrative work as a technical consultant and subject matter expert on offender status issues and policy interpretations. Positions are responsible for, and spend a majority of their time providing, technical consultation to courts (e.g., officials, judges), District Attorneys, department legal counsel, department staff, DOC's Division of Community Correction, DOC's Bureau of Technology Management (BTM), and outside agency officials (e.g., law enforcement agencies). Positions provide technical assistance to DAI institution records office staff and the Wisconsin Resource Center (WRC). Positions interpret and administer major law changes and applicable Wisconsin Statute and Administrative code that relate to or impact prison sentencing; sentence computation; and admission and release of inmates. Positions work closely with the DOC Office of Legal Counsel to ensure that that all offender Records Offices, including the WRC, are continually informed of changes to laws and related procedures. Positions spend a significant percentage of time trouble shooting issues that are legal in nature; provide technical training for Records Offices; and provide basic technical training and orientation in sentencing issues for all DOC staff.

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 providing reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective February 15, 1998, (see Bulletin CC/SC-81). This position was previously classified as Administrative Assistant 5-Confidential. This classification was modified effective July 12, 2015, and announced in bulletin OSER-0399-CC/SC to allow for more than one position in the classification, update definition language, and update the introduction to include inclusions and exclusions.

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