

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CRIMINAL HISTORY RECORDS ASSOCIATE  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future Criminal History Records Associate positions found in the Department of Justice, Division of Law Enforcement Services, Crime Information Bureau. 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses administrative support positions responsible for a wide range and combination of activities involving specialized processing and public contact work in the creation, maintenance, evaluation and provision of criminal history record information. Positions allocated to this classification perform administrative and program support functions relating to the receipt, input, maintenance, retrieval and provision of accurate criminal history records information. These positions are located only within the Department of Justice (DOJ), Division of Law Enforcement Services - Crime Information Bureau. The Crime Information Bureau is the central repository for arrest and conviction records for the State of Wisconsin.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of management or supervisor as defined, respectively, in ss. 111.81(13) and 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time perform professional duties as defined in s. 111.81(15), Wis. Stats. as interpreted and administered by the Wisconsin Employment Relations Commission.

3. Positions that for a majority of the time provide general clerical, secretarial or administrative program assistance which does not require specialized knowledge of criminal history records and the Criminal History Records System maintained by the DOJ, Crime Information Bureau and are more appropriately classified as Clerical Assistant or Office Associate, Office Operations Associate or Operations Program Associate.
4. Positions that spend a majority of time reviewing criminal background information and making determinations related to concealed carry weapons license and handgun transfer requests and are more appropriately classified as Justice Program Associate.
5. Positions that are more appropriately identified by another classification series.

D. Entrance into and Progression through this Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification as the employee satisfactorily attains the training and experience to independently perform the full scope of duties identified at that level.

E. Definitions of Terms

Federal Criminal Justice Information System (CJIS) Division: A division of the Federal Bureau of Investigation consisting of multiple services designed to provide resources and information to the criminal justice community.

Federal Bureau of Investigation (FBI), Interstate Identification Index (III): This is an “index-pointer” system for the interstate exchange of criminal history records. Under III, the FBI maintains an identification index of persons arrested for felonies or serious misdemeanors under state or federal law. The index includes identification information including names, birth date, race, sex, etc. and FBI and state identification numbers from each state’s holding information about an individual.

## II. DEFINITIONS

### CRIMINAL HISTORY RECORDS ASSOCIATE

This is the entry level for positions performing routine handling, review, input and retrieval of criminal history record information for a majority of the time. Positions allocated to this classification perform duties under close, progressing to limited, supervision. The work is structured to provide the training and experience necessary to advance to the Senior level. The emphasis of functions at the entry level is on learning specific policies, procedures and practices regarding the creation and use of accurate criminal history records.

The duties are performed within established policies and procedures, and involve limited complexity, discretion and decision-making responsibilities. Job duties include the creation, updating, and maintenance of information in criminal history systems/databases; and the provision of customer service to the public for routine background checks.

### CRIMINAL HISTORY RECORDS ASSOCIATE – SENIOR

This is the objective level for positions performing a full range of activities relating to the processing of

criminal history information, including the creation, review, revision, and removal of such information for a majority of the time. Positions at this level perform in depth analysis and research to ensure the accuracy of the records which requires independent judgement and decision making and the ability to apply and interpret state statutes and federal laws for criminal history records. The positions will serve as a key contact person to provide consultation to internal and external organizations, such as crime laboratories, courts, law enforcement agencies, counties, and the public.

Positions at this level serve as a mentor to lower level criminal history records associates, assist in the training of newer staff, perform mandatory compliance audits in accordance with Federal Criminal Justice Information System (CJIS) policies, process criminal history challenge requests and may be assigned special projects as needed.

Positions at this level perform their duties under general supervision.

### **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 which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 14, 2017, and announced in bulletin DPM-0442-CC/SC, as a result of the Criminal History Records Specialist Personnel Management Survey implementation which resulted in the abolishment of the Criminal History Records Specialist classification series, which was originally created June 21, 1998 and announced in Bulletin CC-SC-89. Positions in this classification perform specialized work relating to the creation, maintenance, evaluation and provision of criminal history record information.

DLM/DPM/RCM/PCF  
23401