

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS CENTER SUPERINTENDENT

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 present and future professional supervisory positions located within the Department of Corrections which function as Corrections Center Superintendents. 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 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; licensure or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections which function as Corrections Center Superintendents. Positions allocated to this series supervise and direct an adult correctional center, including security, treatment, rehabilitation and general service programs; plan and direct all resident programs and services; promote and maintain community relations and resident off-grounds programs; and meet the statutory definition of supervisory in Wis. Stats. 111.81(19). Positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Corrections which do not function, for the majority of the time, as Corrections Center Superintendents.
2. Positions which do not meet the statutory definition of supervisor in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

CORRECTIONS CENTER SUPERINTENDENT

Positions allocated to this classification supervise and direct an adult correctional center, including inmate movement, security, treatment, rehabilitation and general service programs; plan and direct all resident programs and services; promote and maintain community relations and resident off-grounds programs. Positions in this series are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within the respective program area.

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

The Corrections Center Superintendent 1-3 series was created effective August 7, 1994, as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. This series was revised to a two-level series effective January 3, 1999, as a result of the Correctional Officer and Related Survey and announced in Bulletin CC/SC-96. This series was abolished to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. The two levels were combined to create the single level Corrections Center Superintendent.

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