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Modified Effective: August 6, 2006
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Modified Effective: October 25, 2020

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONAL SERVICES TREATMENT DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future management positions located within the Department of Corrections, which function as the treatment director for programmatic services within the Division of Juvenile Corrections at the Lincoln Hills and Copper Lake School or which function as treatment director located in the Central Office. 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 positions located within the Department of Corrections in the Division of Juvenile Corrections at the Lincoln Hills and Copper Lake Schools or in the Office of the Secretary (OS) and function as Treatment Director, providing oversight of treatment services for the Schools or the entire department. Positions allocated to this classification provide statewide oversight and direction for all treatment programming in re-entry or treatment services for persons in the care of the Department of Corrections, and meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats. Positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and project management 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 or positions which do not have oversight and management of all treatment programs at (both) the Lincoln Hills and Copper

Lake Schools, or which do not have oversight of treatment programs for the entirety of the department and are not located within the Office of the Secretary.

2. Positions which do not meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats, and as administered and interpreted by the Wisconsin Employment Relations Commission.
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 competition.

II. DEFINITIONS

CORRECTIONAL SERVICES TREATMENT DIRECTOR

Positions allocated to this classification fit one of two allocations 1) the juvenile treatment director, which must meet the definition of supervisor under s. 111.81(19), Wis. Stats, for all programmatic services at the Lincoln Hills and Copper Lake Schools, within the Division of Juvenile Corrections, and have responsibilities throughout the division, or 2) the central office treatment director responsible for providing statewide leadership and direction for offender treatment programming in the re-entry unit.

Within the first allocation pattern, the juvenile treatment director will be the singular position responsible for all programmatic services at the Lincoln hills and Copper Lake Schools and throughout the division, and will have responsibility for the management and oversight of evidence-based, trauma informed, behavioral motivation and behavioral treatment programs. The position will also provide: direct (or technical) supervision of treatment staff (social workers and treatment specialists); oversight of external and/or contractual treatment services; and accompanying data collection and analysis as well as evaluation.

The second allocation pattern will serve as the Treatment Director responsible for providing statewide leadership and direction for offender treatment programming in the re-entry unit including: policy and standards development; program development, direction, implementation, monitoring and evaluation; make recommendations to the Office of the Secretary for creating or discontinuing treatment programs; and work with designated staff and liaisons from each DOC division and other non-profit, local, state and federal agencies regarding programming.

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 was modified effective August 6, 2006 and announced in Bulletin OSER-0129-MRS/SC to include the Central Office. The classification was modified effective January 15, 2012 and announced in bulletin OSER-0296-MRS/SC to remove the supervisory requirement and move the position into the Office of the Secretary. This classification was modified October 25, 2020 and announced in bulletin DPM-0536-CC/SC, to create an allocation for a treatment director within the Division of Juvenile Corrections at the Lincoln Hills and Copper Lake schools for juvenile offenders.

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