

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS CLASSIFICATION MANAGEMENT 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 present and future professional supervisory positions located in the Department of Corrections. Positions allocated to this classification provide administrative direction and oversight for the offender assessment and evaluation system or program review classification system for the Department. 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; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional supervisory positions located in the Division of Program Planning and Movement, Bureau of Offender Classification and Movement within the Department of Corrections. Positions allocated to this classification provide administrative direction and oversight for the offender program review classification system or the offender assessment and evaluation process for all contract facilities and all correctional facilities in the Division of Adult Institutions and Division of Community Corrections. Positions allocated to this series recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of time (i.e., more than 50%) supervise correctional programs other than those found in the Bureau of Offender Classification and Movement and

are more appropriately classified as Corrections Administrative Unit Supervisor or Corrections Administrative Supervisor.

3. Positions which are engaged in social services consultation and direct services to clients in a specialized program area in either a correctional institution or other program area, for the majority of the time, and are more appropriately classified as Treatment Specialist or Corrections Program Specialist.

4. Positions which assist in the administration and supervision of the offender assessment and evaluation system, for the majority of the time, and are more appropriately classified as Corrections Classification Supervisor.

5. 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 CLASSIFICATION MANAGEMENT SUPERVISOR

The positions in this classification function as section chiefs within the Bureau of Offender Classification and Movement and provide administrative direction and oversight for the offender program review classification system or the offender assessment and evaluation process for all adult correctional institutions and contract facilities. The positions supervise professional staff located at either the reception center or the program review units at adult correctional institutions. These positions manage the population levels and evaluate movement of inmates to and from adult institutions and the Division of Community Corrections; coordinate initiatives and implement procedures to identify, place and monitor inmate movements; and recommend policies and procedures relating to the classification and placement of inmates such as the classification manual or transportation procedures. Positions at this level report directly to the Director of the Bureau of Offender Classification and Movement and may function as the Director in his/her absence.

Representative Positions:

Section Chief, Program Review: Responsible for direction and supervision of the program review classification process for the Department. Recommends policies and procedures relating to the classification, placement and release of inmates; ensures compliance with classification procedures and administrative codes by directing the activities of all program review coordinators and paraprofessional staff through regular on-site visits and telephone contacts; and establishes contact with institution management staff to resolve complex inmate transfer/placement problems for inmates with special placement needs. May be responsible for decision-making on assessment and evaluation staffing recommendations.

Section Chief, Assessment and Evaluation/Reception Center: Responsible for direction and supervision of the assessment and evaluation process for the Department. Recommends policies and procedures relating to assessment, evaluation and placement of inmates; ensures compliance with classification procedures and administrative codes by directing the activities of all supervisory, professional and paraprofessional staff assigned to the assessment and evaluation program area; consults with probation and parole agents, supervisors, district attorneys, and judges regarding time-frame for program participation; determines the need for special management of inmates on arrival at the reception center; and recommends initial placement, custody and program needs decisions for all adult inmates received into the correctional reception area. May be responsible for decision-making on program review recommendations.

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 Classification Supervisor 1-2 series was originally created upon implementation of the nonrepresented portion of the Professional Social Services Personnel Management Survey, effective August 7, 1994 and was announced in CC/SC-25. The specification was modified to reflect organizational changes resulting from enactment of 1995 Wisconsin Act 27 and/or the Department of Corrections' reorganization effective July 1, 1996 and announced in CC/SC-58.

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 former Corrections Classification Supervisor 1-2 series was abolished and this classification and the Corrections Classification Supervisor classification were created to describe positions formerly classified in the Corrections Classification Supervisor series. These classes were abolished effective March 12, 2000 and also announced in Bulletin CLR/SC-109.

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