

Effective Date: June 30, 2013
Modified Effective: May 24, 2020
Modified Effective: April 24, 2022
Modified Effective: December 29, 2024

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**OFFENDER CLASSIFICATION SPECIALIST
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 professional positions located within the Department of Corrections that perform professional level classification activities for offenders as part of the ongoing assessment process which determines offenders' custody, program needs and placement upon entering and moving through the adult correctional system. 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.

Class 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 of factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information.

B. Inclusions

This series encompasses professional positions located within the Department of Corrections (DOC) which are organizationally assigned to the central office within the Division of Adult Institutions (DAI) in the Bureau of Offender Classification and Movement (BOCM) which provide oversight and coordination of the classification processes at assigned institutions to ensure efficient use of resources and to assess and determine custody levels, program needs, and institution placement. Classification processes are conducted upon admission to the correctional system and at least annually thereafter in an effort to ensure the most appropriate placement of the individual within the adult correctional system and to assure compliance with state statutes, administrative codes, policies, and procedures. Classification reviews are conducted through participation in a joint planning process and result in classification decisions within the system.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that are engaged in the provision of social work activities for a specific population within an institution for a majority of the time and are more appropriately classified as Social Worker-Corrections.
3. Positions that perform program review activities up to and including release recommendations for juvenile offenders for a majority of the time and are more appropriately classified as Juvenile Review and Release Specialist.
4. Positions not assigned to the Department of Corrections, Division of Adult Institutions, Bureau of Offender Classification and Movement.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Series

Employees enter this classification series by competition. Progression to the Senior level occurs via reclassification. Entrance to the Advanced level will be solely through competition.

II. DEFINITIONS

OFFENDER CLASSIFICATION SPECIALIST

This is professional work conducting offender initial classification or reclassification reviews. Positions at this level perform work similar to that described at the senior level, but at this level the classification recommendations made may require review and approval by the employee's supervisor or an assigned Offender Classification Specialist - Senior. Positions direct and manage an assigned caseload of offenders at a facility within DAI. Work is performed under limited progressing to general supervision.

OFFENDER CLASSIFICATION SPECIALIST – SENIOR

This is professional work for positions that ensure that individual offender classification reviews are conducted consistent with established state statutes, administrative codes, policies, and procedures. Positions assess, evaluate and determine each offender's risk to ensure safety and security of the public, staff, other offenders, and the facility; assess, evaluate and determine the program and treatment needs of each offender; establish the priority of these needs and the appropriate institution placement to meet the offender's needs and develop a placement plan; provide due process for offenders including conducting formal hearings with input from parties involved with the offender's supervision and treatment and rendering a recommendation on custody, placement, program and treatment; implement decisions by arranging offender movements, defining program enrollment priorities and establishing program start dates. Positions are also responsible for providing technical assistance, consultation and training to department staff and external agency representatives; developing and implementing methods of quality control; serving on workgroups and committees or performing special assignments; and serving as a liaison between BOCM and the institution they are assigned to. Positions may mentor Offender Classification Specialists. At this level, positions have authority to make classification decisions on the classification

recommendations of other Offender Classification Specialists including those at the senior level. Work is performed under general supervision.

Representative Position:

This position decides classification of offenders under the authority of the Division of Adult Institutions. These classification decisions result in assignment of offender custody levels (maximum, medium, minimum, or community), site placement, and offender program and treatment needs. Duties include provision of services to protect the public, staff, offenders and facilities; collection of information on offenders; risk and need assessments; monitoring of progress in addressing program and treatment needs; completion of security risk assessments that include, but are not limited to, risk of violence, age, gender, pending charges, length of sentence, escape risk, adjustment, and probability of reoffending; conducting an initial classification review and/or chairing a reclassification committee that conducts classification processes with offenders; preparing case plans, reports and records; managing transfers to other institutions. The position may mentor Offender Classification Specialists and make classification decisions on appropriateness of other Offender Classification Specialist's classification recommendations.

OFFENDER CLASSIFICATION SPECIALIST – ADVANCED

This is the advanced level of the classification, containing three positions across two allocations which have the responsibility of overseeing the offender transfer and movement program and statewide earned release program/challenge program reservation systems. Positions allocated to this classification level must, as further defined below, meet one of these two allocation patterns: 1) transportation coordinator, or 2) earned release program/challenge program reservation coordinator.

The first allocation pattern, transportation coordinator, consists of two positions that will develop and maintain policies and procedures related to offender transportation between institutions housed at DOC institutions, or with local county jails under contract and over overall responsibility for overseeing the transportation, movement, and bed management program for the DAI and to implement the inmate transfer program. Position responsibilities include: ensuring adherence to all applicable statutes and administrative rules; coordination with various partners internal to DOC (DAI, DCC) or private companies to ensure safe transportation; collect and analyze data on bed usage and trends against all bed sources; make recommendations and updates to management to better utilize available resources and promote cost savings measures; make arrangements for usual or atypical transportation requests; review, alter or approve classification decisions to ensure safe and effective transfers; assure transportation program is managed consistently across the division and department; lead the development and implementation of training related to scheduling transfers, monitoring movement and bed management; and provide information and support to internal and external partners as needed.

The second allocation pattern, earned release program/challenge program reservation coordinator, is a single position allocation pattern for a position that will plan, develops, monitor, administers, schedule and implement a statewide reservation system for individuals eligible and suitable for both ERP/CIP. This position will lead, coordinate and train staff in the ERP/SUD reservation process when new facilities implement ERP/CIP SUD programming; monitors and reviews facility programming and identifies efficiencies and available beds by analyzing the reservation lists and developing a plan to maintain programs at capacity. This position makes recommendations to facility and BOCM leadership regarding best practice in determining eligibility and suitability and education/training needs for the Division and external stakeholders including working with records of Office of Legal Counsel (OLC) in interpreting statute and JOC's regarding if a PIOC remains in program, once enrolled and new information regarding eligibility and suitability comes to light.

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

As a result of the Offender Class Specialist (A, B) Personnel Management Survey, the Offender Class Specialist A and B classifications were abolished and the Offender Class Specialist classification progression series was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to update the duties and to remove the lettered progression.

This classification was modified effective May 24, 2020, and announced in bulletin DPM-0527-CC/SC, to add an advanced level to the series to encompass a position previously described in the Corrections Administrative Specialist classification specification. This new advanced level was created to better align the position within the classification series and to better identify the relationship of the work being done within this position and the rest of the series.

This classification was modified effective April 24, 2022, and announced in bulletin DPM-0572-CC/SC to add a second position at the advanced level and to slightly edit the advanced level definition language.

This classification was modified effective December 29, 2024 and announced in bulletin DPM-0635-CC/SC to add a second allocation pattern and third position to the advanced level of the classification to include specific coordination for the Earned Release Program (ERP)/Challenge Incarceration Program (CIP).

CM/CD
RMS/PCF
DLM/PCF
DLM/TKI
49601