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Modified Effective: October 22, 2023
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Modified Effective: August 23, 2026

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INSTITUTION UNIT SUPERVISOR

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 supervisory positions located within the Department of Health Services and Department of Corrections which supervise the operation of an unit within an institution in the Division of Care and Treatment Facilities or Division of Adult Institutions. 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 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 classification encompasses supervisory positions located within the Department of Health Services (DHS) and the Department of Corrections (DOC) in facilities and institutions organized under the unit management concept, responsible for the supervision of distinct segments (i.e., treatment units) in a facility or institution for persons incarcerated or otherwise confined by the state, a mental health institute, or a secure treatment center (i.e., Wisconsin Resource Center, Sandridge Secure Treatment Center) and direct oversight of security staff. Positions are responsible for the management of resources, including staff and budget, to accomplish unit objectives. Positions must meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory positions which spend the majority of the time coordinating of a unit, or subunit, or a specialized professional program or specialized treatment program at a DOC or DHS state facility or institution who are responsible for the programmatic and administrative direction of the unit, who may also happen to supervise security staff (e.g., correctional officer, psychiatric care

technicians) and are best classified as a Corrections Program Supervisor or another appropriate classification specification

2. Any position which requires certifications in CSAC (Clinical Substance Abuse Counselor), CS-IT (Clinical Supervisor in Training), ICS (Intermediate Clinical Supervisor or Independent Clinical Supervisor), Licensed Clinical Social Worker, Licensed Professional Counselor, Advanced Practice Social Worker, Social Worker, or similar.

3. Positions within the Department of Corrections, Health Services, or Veterans Affairs which are engaged in the supervision of social workers or the practice of social work on an institution wide basis and are appropriately classified within the Institution Social Services Director or Social and Community Services Director classifications.

4. Any DHS position at Central Wisconsin Center, Northern Wisconsin Center, Southern Wisconsin Center or any DOC position in the Wisconsin Center Correctional System and the Wisconsin Women's Correctional System.

5. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

6. Positions responsible for the supervision of security staff who provide security for incarcerated persons, staff and the public within a secure facility or while the incarcerated persons are outside the perimeter of a secure facility and are more appropriately classified as Supervising Officer 1 or 2.

7. Positions responsible for the security, discipline, custody, control and rehabilitation of incarcerated youth at a juvenile institution and are more appropriate classified as Supervising Youth Counselor 1 or 2.

8. Positions engaged, for a majority of the time, in coordinating and providing technical supervision of the professional practice of nursing and other treatment services on a unit at an institution, and are more appropriately classified as Nursing Supervisor.

9. Positions engaged, for a majority of the time, in the coordination and providing technical supervision of the professional practice of psychology and other treatment services on a unit at an institution, and are more appropriately classified as Psychologist Supervisor.

10. Positions which are responsible for the supervision of the implementation of individual treatment programming designed to bring about positive changes in residents and the maintenance of security for confined persons, staff, and public within a security facility and are more appropriately classified within the Psychiatric Care Supervisor classification.

11. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employes enter positions within this classification by competition.

E. Definition of Terms used in this Classification Specification:

Administrative Supervision: Supervisory authority which is limited to the administrative aspects of the employee's activities, typically including such functions as communicating general agency policy,

enforcing work rules, providing supplies or administrative services, responding to grievances, and leave accounting. The administrative supervisor would not plan and assign work, set objectives and priorities, provide technical assistance, nor review the work products. Thus, a position does not share accountability for the work products with an administrative supervisor. (The definition of administrative supervision contrasts with that of a professional supervisor who would be expected to provide technical supervision to subordinate staff).

Persons: inclusive of residents, patients, incarcerated persons, offenders, inmates, persons in our care, or any other term used in state statute, administrative code, or by the respective agency to describe persons in residence, whether criminally or civilly confined, at the respective state facility or institution.

II. DEFINITION

INSTITUTION UNIT SUPERVISOR

These positions provide supervision for a distinct unit, or units, under the unit management organizational structure with the **majority** of a position's responsibilities, and time, being spent on: performing security functions which include supervision of cell and individual searches, control of contraband, security inspections and rounds, key control, counts and identification and provision of corrective actions of security problems; developing and implementing security orientation to the unit for both staff and confined persons; supervision of unit security staff (i.e., psychiatric care tech, psychiatric care tech – advanced, correctional officer, or correctional officer – sergeant); and administering discipline or corrective action for offenses of unit confined persons, and inform Shift Supervisor/Commander of all major and minor infractions. These responsibilities require positions to be trained in "use of force" policies.

For **less** than a majority of the time, positions may also: direct, coordinate and supervise unit activities and staff to provide quality services to the confined persons; ensure compliance of policies and procedures of the institution and department; plan, coordinate, supervise and administer a complex multidisciplinary program for custody and treatment of confined persons, residents, or patients; developing and implementing overall unit goals, budget, policy and procedures; serve as a member of the Disciplinary Committee or Interdisciplinary Team; plan and coordinate activities and relationships between other units, programs, and external contacts; and establish and administer an ongoing evaluation of programming and specialized institution-wide programs.

While positions may exercise administrative supervision of assigned professional staff (e.g., Social Worker, Psychological Associate, Therapist) they are not responsible for the technical oversight but may provide feedback to the technical (professional) supervisors of the employees in disciplines where technical supervision must be exercised by an individual who possesses the same base knowledge (e.g., Nursing Supervisor of Nurse Clinicians) when required; any such supervision shall be less than a majority of assigned duties to be properly classified within this classification.

Positions may also supervise subordinate supervisory positions (e.g., Psychiatric Care Supervisor, Supervising Youth Counselor 1).

Representative Positions:

Jackson Correctional Institution: Under the supervision of the Deputy Warden, the position is responsible for the security and general living conditions of all offenders assigned to the unit and the supervision of assigned security staff (correctional officers and correctional sergeants).

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 created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as part of Phase Two of broadbanding non-represented positions to describe positions which provide supervision, coordination, and monitoring of treatment or rehabilitation programs through program development and supervision of a variety of direct service. These positions were previously classified as Institution Unit Supervisor 1 and 2 created effective August 7, 1994.

This classification was modified effective October 22, 2023, and announced in bulletin DPM-0612-CC/SC to remove positions that aren't directly related to security responsibilities within the institution, and to make revisions throughout the classification to indicate that to be properly classified within this classification a majority of the responsibilities must be those security responsibilities identified in the Definitions section. Positions not performing those responsibilities were reallocated into other classifications.

This classification was modified effective April 21, 2024, and announced in bulletin DPM-0620-CC/SC, to exclude positions that required various social services licensures/certifications and to provide further updates on responsibilities in the definitions section. This classification was further modified effective 08/23/2026, and announced in bulletin DPM-0671-CC/SC, to make minor update to the exclusions

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