

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

DEPUTY INSTITUTION SUPERINTENDENT

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 professional supervisory and management positions located within the Department of Health and Family Services and the Department of Corrections which function as deputy institution 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 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 professional supervisory and management positions located within the Department of Health and Family Services and Department of Corrections which function as deputy institution superintendents. Positions allocated to this classification administer all or some of the programs at an institution and meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats. Positions in this classification are 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 Health and Family Services and the Department of Corrections; or positions which do not function as deputy institution superintendents for a majority of the time.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats.

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

D. Entrance This Classification

Employees enter positions in this classification by competition.

**II. DEFINITION**

**DEPUTY INSTITUTION SUPERINTENDENT**

Positions allocated to this classification function as the Deputy Institution Superintendent at a center, school, or facility. Positions in this classification assist the Institution Superintendent with the administration and ongoing daily activities of the institution. Under the general direction of the Institution Superintendent these positions assist in the development, implementation, evaluation, modification and direction of programs consistent with the facility's mission, Wisconsin Statutes, administrative law, department policy and procedures, and professional standards of care; and assume duties as acting Institution Superintendent when assigned.

**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 Deputy Institution Superintendent classification was created effective November 9, 1997 (see Bulletin CC/SC-78) as part of the new Senior Manager Program.

This classification was modified effective June 10, 2007 and announced in bulletin OSER-0165-MRS/SC to clarify the duties performed by the positions.

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