

Effective Date: October 12, 1997
Modified Effective: May 3, 2015

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INSTITUTION TREATMENT DIRECTOR

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 and management positions located within the Department of Health Services. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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 Services which function as Institution Treatment Directors located within an institution or center. Positions allocated to this classification supervise and direct treatment services programs at the institution, including but not limited to: social services, education, recreation, religious programs, and community services; and meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for: program planning, policy and procedure input and development, , supervision of staff within their respective program area; some positions may be responsible for budget development.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services or positions which do not function as Institution Treatment Directors located within an institution or center.
2. Positions which do not meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
3. Positions that perform the duties outlined below in only one discipline area within the institution or facility and would be more appropriately classified as Education Director, Social Services Director, Therapy Program Supervisor, and Treatment Coordinator, etc.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competition.

II. DEFINITION

INSTITUTION TREATMENT DIRECTOR

This specification describes supervisory and management positions that: (1) direct a major treatment program which includes those that are statewide in nature **or** affect a significant portion of the institution or center population. Programs would include those such as the Forensic and Civil Programs at Mendota Mental Health Institute or Winnebago Mental Health Institute. (2) Supervise and direct more than one treatment service at an institution or center which may include, resident living, vocational and educational services, recreation, social services, psychology services, client services, community services, and rehabilitative services. Positions under both of these allocations must also supervise subordinate supervisor(s) of one of the above disciplines.

This position directs the development, implementation and monitoring of a treatment program, and directs the development of short and long-range goals of the program. Additional responsibilities include some or all of the following: establishing and implementing policy and procedures; administering program budgets and resources and positions are responsible for all activities involved in the program coordination (i.e.- program development, establishment of program policies and procedures, program implementation, consultation and monitoring program activities).

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 specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76); and resulted from the collapsing and abolishment of the Institution Treatment Director 1 and 2 classifications which were created effective August 7, 1994 as a result of the Nonrepresented Institution and District Business Supervisors and Managers Survey (see Bulletin CC/SC-25).

This classification was modified effective May 3, 2015 and announced in Bulletin OSER-0389-CC/SC to update the definition language to better define positions that function as Program Directors at Institutions and Centers.

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