

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
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 Departments of Health and Family Services and Corrections which function as institution superintendents. 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 Departments of Health and Family Services and Corrections which function as 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 Wis. Stats. 111.81(19) and (13). 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 Departments of Health and Family Services and Corrections or positions which do not function as 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 Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

INSTITUTION SUPERINTENDENT

Positions allocated to this classification are located within the Department of Corrections, Division of Juvenile Corrections and the Department of Health and Family Services, Division of Mental Health and Substance Abuse Services and the Division of Long Term Care.

Under general supervision, positions allocated to this classification administer all or some of the programs at an institution, school, or facility. 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.

Representative Positions:

Department of Corrections:

Institution Superintendent, Department of Corrections, Division of Juvenile Corrections: In a juvenile school these positions supervise a multi-disciplinary administrative staff and are responsible for the overall budget, fiscal, food service, physical plant, security, education, treatment, medical, psychological, religious, recreation, and other program services in the school. These positions are also responsible for development, oversight and evaluation of programs utilizing directives and administrative rules of the Department and Wisconsin State statutes

Department of Health and Family Services:

Director, Sand Ridge Secure Treatment Center: This position administers all programs at the institute for the care, custody, security, treatment and education of sexually violent persons committed under Chapter 980; development of the biennial budget; management of the physical plant; management of human and fiscal resources; and the establishment and maintenance of good relations with the community and local government.

Director, Central Wisconsin Center for the Developmentally Disabled: This position administers all programs at the center, including treatment, security, budget, fiscal, physical plant, food service, maintenance, housekeeping and related auxiliary service programs.

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 Superintendent 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 June 10, 2007 and announced in bulletin OSER-0165-MRS/SC to add positions located at the Department of Corrections and to update the organizational structure and duties performed by Department of Health and Family Services positions.

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