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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS PROGRAM SPECIALIST

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 positions located at the Department of Corrections and the Department of Health and Family Services that fit into one of three allocations described in inclusions below. This classification specification will not 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 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 or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary.

B. Inclusions

Positions in this classification function in one of the three following allocations:

1. Central office program specialists responsible for planning, developing and monitoring a department-wide, comprehensive program involving either overseeing offenders under control of the Department or assisting victims, survivors, their families, communities or staff statewide with victims services and programs: or
2. Sex Offender Registration Program (SORP) specialists responsible for the operation of the SORP for offenders statewide. Or
3. Supervised Release Specialists located at the Sand Ridge Secure Treatment Center responsible for development, coordination, and monitoring of individual supervised release plans and services for persons who are committed pursuant to §980.08, Wis. State Stats.

C. Exclusions

Excluded from this class are the following types of positions:

1. Positions which meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which provide social services consultation and direct services to clients in a specialized program area in a correctional institution for a majority of the time and are more appropriately classified as Treatment Specialist.
3. Positions which are engaged in the direct provision of treatment or clinical services within an institution for a majority of the time and are more appropriately classified as Occupational Therapist, Physical Therapist, Psychologist, Social Worker, Speech/Language Pathologist, Audiologist, Therapist, or other treatment or clinical professional classification.
4. Positions responsible a majority of time for monitoring a caseload of adult or juvenile offenders to ensure the provision of adequate services to bring about social, mental and economic readjustment of clients under correctional supervision and more appropriately classified as Probation and Parole Agent.
5. Law enforcement positions responsible for a majority of the time for investigating crimes and/or providing assistance to local or federal law enforcement agencies in investigating crimes and more appropriately classified as Special Agent.
6. Positions which are engaged in planning and analysis activities for a majority of the time and are more appropriately classified as Program and Planning Analyst.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

CORRECTIONS PROGRAM SPECIALIST

Positions allocated to this class must meet one of the following allocations:

- (1) A. Administering and coordinating the Chapter 980 “Sexually Violent Person Law” program by directing daily Chapter 980 program operations and providing program planning and information services to the Department; providing special subject expertise; coordinating a seamless flow of services representing the Department; and providing information and training to DOC staff. Providing planning, coordination and administration of the Chapter 980 Sexually Violent Persons Law case review, evaluation notification and referral process; Chairs the End of Confinement Review Board an administrative committee that reviews sex offender cases approaching release from institutions to determine if the case meets eligibility requirements under Ch. 980; serves as a liaison to other agencies and organizations, such as

Departments of Justice, Health and Family Services, and Circuit Courts, District Attorneys, Public Defenders, the media, and legislature.

- B. Assisting in the development and implementation of programs, policies, and procedures in the areas of victim and witness services and restorative justice. Providing technical assistance to staff in the delivery of the necessary training and programmatic planning required ensuring consistency in service delivery and the development of intra-divisional partnerships. Functioning as a direct resource to victims, survivors, their families, and communities in advancing the principles of restorative justice and effective responses to the impacts of victimization.
- (2) Positions in the SORP are responsible for the initial development and ongoing operation of the SORP statewide by enforcing, monitoring, verifying and reporting offender compliance with the requirements set forth in Wisconsin State Statute 301.45 and 301.46 Sex Offender Registration and Community Notification law, administrative rules and related Department policies and procedures and Federal law. Provides community outreach, liaison and training/education activities to law enforcement, criminal justice, human service and other community-based agencies or organizations; oversee the case identification, tracking, development and dissemination of Special Bulletin Notifications (SBNs) to local law enforcement agencies across the state; provide technical assistance and guidance to law enforcement in developing case-specific community notification plans in response to receiving a SBN; establish and maintain a statewide program tracking and evaluation system to monitor the activities, impact and effectiveness of the registration and community notification processes; investigates and tracks registrants throughout the State and across the nation who are determined to be in non-compliance with the law including those convicted in Wisconsin, Federal, Military and Tribal courts. or
- (3) Development, coordination, and monitoring of individual supervised release plans and services for persons who are committed to the custody of the Department of Health and Family Services pursuant to §980.08, Wis. State Stats. Positions at Sand Ridge Secure Treatment Center (SRSTC) are responsible for development and monitoring of reporting requirements for the supervised release program, to include the coordination, preparation, and distribution of the supervised release plans to the court and the coordination, preparation, and distribution of Special Bulletin Notifications (SBN) for all persons being released into the community with probation and parole agents, county staff, staff at mental health institutes, community service providers, and SRSTC staff. They are also responsible for the development of contracts and services with local service providers and agencies, HSD/51 Boards and development of alternative community services where needed and not currently available in the community. Finally positions provide training to staff and community agencies in regards to supervised release process, programming and issues.

Work in all three allocations is performed under general supervision.

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 series was created as a result of the Professional Social Services Personnel Management Survey implemented on October 16, 1994, and announced in Bulletin CC/SC-28. The specification was revised effective June 23, 1996, and announced in Bulletin CC/SC-54, to reflect a reorganization of the Department of Corrections and a change in the concept of the classification series from two separate and distinct levels to a progression series. The specification was revised effective March 2, 1997, and announced in Bulletin CC/SC-63 to reflect the addition of an objective level at the lower level for a new type of position. The specification was revised effective August 13, 2000, and announced in Bulletin CC/SC-116, to merge the two levels. This specification was revised effective November 12, 2006 and announced in Bulletin OSER-0153-MRS/SC to add positions from Sand Ridge Secure Treatment Center at the Department of Health and Family Services and to re-title more consistent with single level titles.

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