

Effective Date: August 7, 1994
Modified Effective: November 9, 1997

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS UNIT SUPERVISOR

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 supervisory positions located within adult and juvenile correctional institutions in the Department of Corrections. 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 positions located within the Department of Corrections in adult and juvenile correctional institutions. Positions report directly to the institution head or deputy and provide direction, supervision, coordination, and monitoring of the living and treatment program(s) for a distinct unit or units through direct supervision of security and treatment staff as well as other staff assigned to the unit providing ancillary services. Positions allocated to this classification recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions within the Department of Health and Family Services which, for a majority of the time, are engaged in the supervision of multi-disciplinary professional treatment staff on distinct treatment unit(s) of a facility for developmentally disabled or mentally ill individuals and are more appropriately classified as Institution Unit Supervisor.

3. Positions which report to a Corrections Unit Supervisor and, for a majority of the time, assist in supervision of a unit or are responsible for supervision of a subunit of one of the largest correctional institution units and are more appropriately classified as Assistant Corrections Unit Supervisor or Assistant Institution Unit Supervisor.
4. Positions which, for a majority of the time, are engaged in the coordination and technical supervision of the provision of professional psychological services on a unit within an institution and are more appropriately classified as Psychologist Supervisor.
5. Positions which, for a majority of the time, direct and supervise institution-wide specialized programs, a comprehensive specialized treatment program at a correctional center or institution, or a comprehensive social services program within a correctional center and are more appropriately classified as Corrections Program Supervisor.
6. Positions which supervise institutionwide social services programs a majority of the time and are more appropriately classified as Institution Social Services Director.
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. DEFINITION

CORRECTIONS UNIT SUPERVISOR

Positions in this classification report to the institution head or deputy and spend a majority of the time providing overall direction and supervision of either: (1) a distinct offender living unit or units within an adult or juvenile correctional institution operated under the unit management concept; (2) a large barracks, dormitory or segregation unit within an adult correctional institution not operated under the unit management concept; or (3) all of the treatment/living units at the Southern Oaks Girls School or the Youth Leadership Training Center. Positions provide direct supervision to security and treatment staff and may supervise subordinate supervisory positions (e.g., Supervising Youth Counselor, Assistant Corrections Unit Supervisor or Assistant Institution Unit Supervisor). Positions are responsible for the programmatic and administrative supervision of assigned staff; provide feedback to the technical supervisors of employees in disciplines where technical supervision must be exercised by an individual who possesses the same base knowledge (i.e., Nursing Supervisor of Nurse Clinician); manage unit resources, including staff and budget; and are responsible for accomplishing unit objectives. Positions direct, coordinate and supervise unit activities and staff to provide quality offender programming and security and to assure compliance of areas of responsibility with institution and departmental policies. Positions develop, prepare and implement the mission, goals, policies and procedures of the institution as part of the management team. Positions may function as the administrator on duty as assigned.

REPRESENTATIVE POSITIONS:

OSHKOSH CORRECTIONAL INSTITUTION: Reports to the Warden and is responsible for the security, treatment, and general living conditions of offenders assigned to the Open Center.

LINCOLN HILLS SCHOOL: Reports to the Institution Superintendent and is responsible for the security, treatment and general living conditions of offenders assigned to the Krueger, Roosevelt and Chief Joseph Cottages.

DODGE CORRECTIONAL INSTITUTION: Reports to the Warden and is responsible for the security, treatment and general living conditions of offenders assigned to the barracks.

WAUPUN CORRECTIONAL INSTITUTION: Reports to the Deputy Warden and is responsible for the security, treatment and general living conditions of offenders assigned to the Segregation Unit.

YOUTH LEADERSHIP DEVELOPMENT CENTER: Reports to the Superintendent and is responsible for the security, treatment and general living conditions of offenders assigned to the boot camp.

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 August 7, 1994, as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. The classification was modified effective November 9, 1997, in order to expand the definition to include additional allocations which resulted from agency reorganizations in 1996. The modification was announced in Bulletin CC/SC-78.

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