

**Effective Date: October 16, 1994**  
**Revised Effective: May 14, 1995**  
**Revised Effective: July 1, 1996**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**JUVENILE REVIEW AND RELEASE SPECIALIST**

**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 positions located within the Department of Corrections, Division of Juvenile Corrections. Positions allocated to this classification perform a central office function related to juvenile offenders assigned to the custody of the department and resulting in the determination of whether or not the juvenile can be released from juvenile correctional facilities. 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.

B. Inclusions

This classification encompasses professional positions located within the Department of Corrections, Division of Juvenile Corrections. Positions allocated to this classification are organizationally located in the central office although they may be physically located within the juvenile correctional institutions. Positions, under the delegated authority of the Director of the Office of Juvenile Offender Review, make all juvenile offender release decisions except for those juveniles committed under the provisions of Extended Jurisdiction, and those youth placed in juvenile correctional institutions as adult commitments. Positions convene the Joint Planning and Review Committee (JPRC) which oversees the case planning process at assigned institutions to ensure efficient use of resources and to evaluate and assess juvenile placement needs, risk/need levels, and rehabilitation.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions 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 are engaged in the provision of social work activities for a specific population within an institution a majority of the time and are more appropriately classified as Social Worker.

3. Positions which provide program review functions for offenders in the adult correctional system a majority of the time and are more appropriately classified as Offender Classification Specialist.
4. Positions which report to the Chair, Parole Commission, and provide professional corrections work relating to the selection of inmates in adult correctional institutions for parole a majority of the time and are more appropriately classified as Parole Commission Member.
5. 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

### JUVENILE REVIEW AND RELEASE SPECIALIST

Positions in this classification assess, review and evaluate juveniles assigned to the custody of the Department of Corrections to determine whether or not a juvenile is appropriate for secure care (i.e., juvenile correctional facilities) or placement into a less restrictive setting consistent with his/her treatment needs while taking into consideration public safety issues. Positions have the authority to determine if placement outside of secure care is possible and, if so, where (own home, alternate care, etc.) as well as authority to request the committing court to consider an extension of custody. Case reviews are conducted every 90 days in an effort to ensure the most appropriate placement of the juvenile within the juvenile correctional system, which involves ensuring compliance with the appropriate statutes, administrative codes, policies, and procedures. The reviews are both formal and informal. Formal reviews are held with the members of the JPRC, the parents and the offender. Informal reviews are conducted with only the juvenile offender present. Decisions to release a juvenile offender from a juvenile correctional facility can be made at either review or at any other time. Staff perform direct service work in interacting with the juvenile, families, courts, field agents and other human service professionals as necessary to the performance of their duties.

#### Representative Position:

Department of Corrections, Division of Juvenile Corrections: Under the general direction of the Director, Office of Juvenile Offender Review, this position reviews, evaluates and assesses placement needs as well as care and rehabilitation programming, for juveniles committed to the department's legal custody and received at the designated receiving centers in order to ensure the juveniles' treatment needs and public safety concerns are met. The position ultimately determines the juvenile's release or retention in a juvenile correctional institution or other out-of-home placement through coordination of activities of all parties responsible for the juvenile's care and services. The position provides technical assistance, monitors compliance with administrative codes, department policies and participates in development and monitoring of computerized information systems.

**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 Juvenile Review Specialist classification was created effective October 16, 1994, as a result of implementation of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-28. The specification was revised effective May 14, 1995 to reflect the change in title to Juvenile Review and Release Specialist which was announced in Bulletin CC/SC-41. The specification was again modified to reflect organizational changes resulting from enactment of 1995 Wisconsin Act 27 and/or the Department of Corrections' reorganization effective July 1, 1996. This modification was effective July 1, 1996, and was announced in Bulletin CC/SC-58.

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