

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

JUVENILE REVIEW SUPERVISOR

I. INTRODUCTION

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 the single professional supervisory position located within the Department of Corrections, Division of Juvenile Corrections which directs and manages the Office of Juvenile Offender Review. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist in the position, or those that result from changing program emphasis in the future.

II. DEFINITION

JUVENILE REVIEW SUPERVISOR

This position reports to the Assistant Administrator, Juvenile Community Corrections, in the Division of Juvenile Corrections and for a majority of the time is responsible for providing overall management and administration of the statewide juvenile offender review program, implementing assessment and classification for juveniles committed to the Department, writing administrative rules, policies and procedures that govern the Division of Juvenile Corrections, and establishing effective liaisons with other juvenile justice personnel at the national, state, county and private sector levels. The position supervises a number of professional level positions throughout the state which perform on-site juvenile assessment and evaluation activities in the juvenile institutions as well as central office administrative staff.

III. QUALIFICATIONS

The qualifications required for this position 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 implementation of the Professional Social Services Personnel Management Survey and was announced in Bulletin CC/SC-25. The specification was modified to reflect organizational changes resulting from enactment of 1995 Wisconsin Act 27 and/or the Department of Corrections' reorganization effective July 1, 1996. The modification was announced in Bulletin CC/SC-58.