

Effective Date: August 7, 1994
Modified Effective: August 7, 1996
Modified Effective: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS FIELD 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 professional supervisory positions located within the Department of Corrections. Positions allocated to this classification are located in the Division of Community Corrections or the Division of Juvenile Corrections and supervise a variety of staff including Probation and Parole Agents, security, and clerical support. 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 first line professional supervisory positions located within the Department of Corrections which supervise Probation and Parole Agents and other staff in one or more of the field units of the Division of Community Corrections or the Division of Juvenile Corrections. 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 in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which supervise specialized programs within correctional institutions a majority of the time and are more appropriately classified as Corrections Unit Supervisor, Assistant Corrections Unit Supervisor, or Corrections Program Supervisor.

3. Positions which, for a majority of time (i.e., more than 50%) supervise positions involved in the investigation of alleged or actual criminal acts in support of law enforcement agencies a more appropriately classified as Special Agent In-Charge.

4. 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 FIELD SUPERVISOR

Positions in this classification report to a Regional Chief in the Division of Community Corrections or Division of Juvenile Corrections and are responsible for the local operation and administration of a field unit with oversight of all community corrections or juvenile aftercare programs for offenders under the supervision of the Department of Corrections. Job duties include the development, implementation, and direction of all components of community corrections or juvenile aftercare programs and services within a field unit; supervision and training of all unit staff; and the provision of management support services. Positions in this classification develop, implement, and monitor programs and services; manage personnel, fiscal, and other resources of the unit; administer and direct the purchase of services program of the unit; formulate and implement policies, procedures, and programs within the unit; authorize and administer offender disciplinary action; and plan and coordinate inter-divisional and external agency activities and relationships. Positions assume a variety of delegated responsibility from higher level administrators and may perform special assignments on behalf of the administrators. Work 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 was created upon implementation of the nonrepresented portion of the Professional Social Services Personnel Management Survey, effective August 7, 1994 and was announced in 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 specification modification was announced in CC/SC-58. The classification was further modified to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000, and to merge the Juvenile Services Supervisor class into the Correctional Field Supervisor class. The abolishment of the Juvenile Services Supervisor class was also effective March 12, 2000 and announced in Bulletin CLR/SC-109.

ILW
RMM/ILW

SCT/KAS
51880