

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CADET SPECIALIST
CLASSIFICATION SERIES**

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 positions that work directly with cadets at the Department of Military Affairs (DMA) Challenge Academy. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended 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 series encompasses positions located within the Department of Military Affairs, Wisconsin National Guard Challenge Academy. Positions allocated to this series work in partnership as an intervention team for at-risk youth. Positions develop and/or deliver activities and programs that are designed to enhance the life skills and employability of the cadets. The core components delivered by the Intervention Team are as follows: Character Development; Job Skills; Physical Fitness; Health, Hygiene, and Nutrition; Life-Coping Skills; Leadership-Followership; and Service to Community.

C. Exclusions

Excluded from this classification (series) are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions not located within the Department of Military Affairs, ChalleNGe Academy program.
3. Positions that are, for a majority of the time (i.e., more than 50%), engaged in academic instruction and more appropriately classified as Teacher.
4. Positions that coordinate the recruitment, planning and mentoring phases of the ChalleNGe Academy and are more appropriately classified as Volunteer Coordinator.
5. Positions that function under the working title of Counselor, providing guidance and counseling services to cadets and are more appropriately classified as Treatment Specialist 1.

C. Entrance Into And Progression Through This Series

Entrance into this classification series is by competition. Movement to the objective level is by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work under general supervision. Movement to the Lead level is by competition.

II. DEFINITIONS

CADET SPECIALIST ENTRY

This is entry-level work related to the oversight and supervision of “AT RISK” youth (cadets) at the Wisconsin National Guard ChalleNGe Academy (WINGCA). Positions at this level perform work similar to that described at the objective level under close, progressing to limited supervision.

CADET SPECIALIST OBJECTIVE

Operating under general supervision of a Cadet Specialist Supervisor, these positions are responsible for the oversight and supervision of cadets in the areas of personal hygiene, clothing care, housekeeping and social amenities; enforcement of WINGCA policies, rules and regulations and submission of verbal and written reports, including a chronological narrative of the record of contacts with cadets. Positions provide for the physical needs and security of cadets in the areas of food, clothing and general health; assign specific tasks designed to provide the cadet with information and skills necessary to successfully achieve goals; review with cadets their progress and other goals and adjust specific objectives and task assignments as needed; provide small group service to cadets; consult with other team members and others to make recommendations to WINGCA management regarding cadet issues; and confront discipline and counsel cadets as needed.

CADET SPECIALIST LEAD

This level is reserved for positions serving as Lead Workers, responsible for directing and coordinating the work and activities of a team of Cadet Specialist positions in providing residential supervision to “at risk” youth on a 24 hour per day, 7 day per week basis. The Lead Worker assigns and reviews work to meet program needs, evaluates the effectiveness of Cadet Specialists functioning as a team, works with supervisory personnel to ensure that minimum staffing requirements are met, trains and provides instruction as needed, and provides

coordination with other teams to effectively and efficiently operate the Academy program. Positions are responsible for accountability, nonacademic skills training and control of “AT RISK” youth (cadets) enrolled in the WINGCA. Positions provide for the security, welfare and academic development of cadets; take appropriate measures to maintain discipline; and, maintain cadet records. Positions are responsible for providing programs such as military drills and ceremonies, recreational activities, physical fitness, and offsite work projects. They provide cadet training in areas of errors in thinking, anger replacement, social skills, independent living skills, and safety. Positions oversee off-site work projects, community service programs, facility maintenance, and other activities related to the non- academic phase of training, and apply military principles and practices of guiding and training youths while exercising responsibility for the daily activities of cadets in an assigned team.

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 effective June 30, 2013 and announced in Bulletin OSER-0327, to establish the Entry and Objective levels, which were formerly designated as A/B, respectively, and the Lead level. These positions were previously classified as Cadet Specialist A, B, Lead which was abolished on the same date.

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