

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

YOUTH COUNSELOR-ADVANCED

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 located within the Department of Corrections, Division of Juvenile Corrections. Positions allocated to this classification are responsible for the implementation of activities identified as part of the individual treatment programming relating to education, recreation, work and leisure activities to bring about positive changes in youth placed in juvenile correctional institutions or the community-based Corrective Sanctions Program and for the provision of security for youth, staff and the public. 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 to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

This classification describes positions responsible for performing responsible leadwork or advanced level security and rehabilitation work in: (1) a juvenile institution; or (2) a field unit of the Corrective Sanctions Program. These positions are responsible a majority of the time for assisting in the maintenance of security for youth, staff and the public within a juvenile institution or the Corrective Sanctions Program. Positions implement activities identified as part of the individual treatment programming relating to education, recreation, work and leisure activities to bring about positive changes in youth placed in juvenile correctional facilities or the Corrective Sanctions Program.

C. Exclusions

Excluded from this classification are the following types of positions:

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

2. Positions that provide security services within an adult correctional institution or a mental health facility for the majority of time and are more appropriately classified as Correctional Officer.
3. Positions that provide treatment-related services for the majority of the time within a mental health facility, an institution for adult offenders or a facility for the developmentally disabled and are more appropriately classified as Social Worker, Social Worker-Corrections or Treatment Specialist.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

YOUTH COUNSELOR-ADVANCED

Positions at this level fall within the following allocations and as more specifically described below: (1) perform responsible lead work on a unit within a juvenile institution where a supervising youth counselor is not present; (2) perform advanced level duties conducting Due Process hearings both administrative and disciplinary and other, investigative duties; (3) perform advanced level duties functioning as a community monitor/counselor within the Corrective Sanctions Program; or (4) perform advanced level duties transporting youth, property and other persons to and from the juvenile institutions

(1) Lead worker, an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81 (19), Wis. Stats.

(2) Due Process positions within a juvenile corrections facility that provide services in accordance with Wisconsin Administrative Code for all due process proceedings, both administrative and disciplinary; conduct other investigative duties; conduct Due Process hearings; explain due process to youth, staff, or parents; determine total number of offenses committed; present facts read conduct reports and explain the ramifications; investigate accusations; review evidence, testimony, determine guilt or innocence and determine length of confinement, discipline or fee charge; review finding and explain appeals process, document findings for each charge the reason for the findings and disposition serve as a resource on Wisconsin Administrative Code DOC 373.

(3) Corrective Sanctions Program positions perform Youth Counselor work in the community monitoring and transporting youth who are supervised under the Youth Corrective Sanction Program. Assist Probation & Parole Agents in facilitating treatment plans including installing electronic monitoring equipment, obtaining urine samples for drug testing; participating in youth counseling and education sessions; maintain security including the use of restraints, prepare reports and review case plans with youth.

(4) Transportation positions transport youth, property and other persons to and from the institution; implement the transportation policies and procedures for the institution while ensuring that recognized security and safety procedures are followed; schedule all trips; inspect all vehicles for contraband ensure

secure pickup of youth and transportation to court, medical appointments, Mendota Juvenile Treatment Center and the Wisconsin Resource Center while providing security; assist law enforcement officers in taking revoked or failed youth back into custody; observe offender behavior, maintain order, document and address misbehavior; transport visitors and staff.

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 July 2, 2000, to accommodate the pay progression system that was negotiated for this occupational area in the 1999-2001 collective bargaining agreement between the State of Wisconsin and the Wisconsin State Employees Union. Creation of this new classification and abolishment of the Youth Counselor 1, 2, 3 series were announced in Bulletin CLR/SC-115. This classification replaces the Youth Counselor 3 classification.

This classification was modified effective September 2, 2007 and announced in bulletin OSER-0170-MRS/SC to remove the position at Southern Oaks Girls School and to add a new position designated Due Process.

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