

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**YOUTH COUNSELOR**

**I. INTRODUCTION**

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. 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 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.

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 a combination of security and rehabilitation work in a juvenile correctional facility. The positions are responsible a majority of the time for assisting in the maintenance of security for youth, staff, and the public within a juvenile facility and for implementing 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.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of supervisor and management in s. 111.81(19) and (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 a majority of time and are more appropriately classified as Correctional Officer.

3. Positions that provide treatment-related services a 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. Positions that for a majority of time have responsibility for protecting and safeguarding State owned or leased property and buildings and are more appropriately classified as Security Officer.
5. Law enforcement positions that, for a majority of time, are responsible for enforcement of State laws, rules and regulations pertaining primarily to protection of lives and property of highway users a majority of the time and are more appropriately classified as State Patrol Trooper.
6. Law enforcement positions that, for a majority of time, perform enforcement activities and require arrest powers and are more appropriately classified as Police Officer.
7. Law enforcement positions responsible a majority of the time for enforcing natural resource laws, rules and regulations and etc. and are more appropriately classified as Conservation Warden .
8. 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

### YOUTH COUNSELOR

Work in this classification involves the maintenance of security for youth, staff and the public; oversight and instruction of youth in the areas of personal hygiene, clothing care, housekeeping and social amenities; enforcement of facility policies, rules and regulations; submission of verbal and written reports, including a chronological narrative record of contacts with youth and other program staff; provision of the physical needs of assigned youth in the areas of food, clothing and general health; instruction of youth and conduct of drills in emergency procedures; provision of specific task assignments designed to provide the youth with information and skills necessary to successfully achieve their goals; maintenance of contact with assigned youth to evaluate, confront and support their efforts to achieve established goals; provision of input on the development of program ideas to address specific youth needs; maintenance of liaison with teachers and/or work site supervisors to follow the progress of youth in school and work programs; performance of youth counts at prescribed times; inspection of youth property or mail and referral of contraband items to appropriate sources; review of individual treatment program and other goals with assigned youth and adjust specific objectives and task assignments as needed; provision of small group services to youth to meet program objectives; recommendation of referrals to specific programs and services required to address youth needs; consultation with team members and others to make recommendations to the social worker regarding all off-grounds and furlough issues; conference with security case managers of assigned youth placed in security programs to suggest intervention strategies and short-term goals and follow youth progress, provision of personal counseling when possible; provision of recommendations to the social worker regarding viability of

assigned youth placement in facility programs to effect transfer as needed; and confront, discipline and counsel youth. Positions consult with the social worker to assist youth in the development of written specific objectives designed to meet program goals established as part of the formal planning and review process and consult with social workers and other involved staff in order to assist youth in the development of additional written long-range and short-range goals with related specific objectives to address individual treatment issues. Duties include physical restraint of youth as necessary. 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 series was created effective May 18, 2003 and announced in Bulletin MRS-SC-151. The positions were formerly classified as Youth Counselor (A) and (B) and were collapsed into one classification to accommodate the pay system that was negotiated for the 2001-2003 collective bargaining agreement between the State of Wisconsin and the Wisconsin State Employees Union.

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