

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS COMMUNICATIONS SUPERVISOR

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 Corrections Communications Supervisor positions found in the Department of Corrections, Division of Community Corrections, Electronic Monitoring Center. 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.

Class 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 encompasses positions located within the Department of Corrections, Division of Community Corrections, Electronic Monitoring Center. Positions allocated to this classification meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats. These positions supervise Corrections Communications Operators that are responsible for monitoring the Electronic Monitoring System (EMS) for offender activity and determining the proper course of action in a wide variety of situations. These positions make many independent decisions during the course of a shift and are responsible for the notification to a wide variety of parties based on the circumstances of any particular action.

C. Exclusions

Excluded from this classification are the following:

1. Positions that are not supervisory as defined in s. 111.81 (19), Wis. Stats.
2. Positions that perform supervisory work in the enforcement of traffic patrol or motor vehicle/carrier inspection and are more appropriately classified as State Patrol Officer.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into this Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

This is supervisory communication work performed in the Department of Corrections. Employees in this classification supervise and oversee the Corrections Communications Operators in the Electronic Monitoring Center, direct all personnel and administrative functions relating to the Center's operation; recommend hiring, training, suspension, work assignments, evaluations, and discipline of subordinate employees; assist in the analysis and resolution of network problems; assist in the development, maintenance and implementation of the Monitoring Center Operations policies and procedures; and perform the duties of a Corrections Communications Operator as necessary for the smooth operation of the Center. 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 specification was created effective June 15, 2003 and announced in Bulletin MRS-SC-163. These positions were formerly classified as Program Support Supervisors-DOC.

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