

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SUPERVISING OFFICER-DHS**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions located at the Department of Health Services (DHS) which function as Supervising Officer-DHS. This classification specification is not intended to identify every duty which 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions located at the Department of Health Services (DHS) which assist a DHS security director or a high-level management position in a major institution. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which supervise an institution’s treatment-related program for a majority of the time and are more appropriately classified as Institution Unit Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

SUPERVISING OFFICER-DHS

This is supervisory work related to the provision of security at a major health institution* of the Department of Health Services. Positions allocated to this classification function as a shift officer and supervise the security measures for patients, staff, and the public within the institution. Responsibilities include assisting in the development, administration, and supervision of the security program for the institution. Positions may develop and update manuals and procedures, and develop, implement, and manage specialized support programs, and institutional and departmental work rules. Work is performed under the general supervision of the DHS security director or a high-level management position.

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 December 3, 2000, and announced in Bulletin CLR/SC-123, in order to describe positions which function as Supervising Officers at the Department of Health and Family Services. This classification was retitled effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to align the classification with other supervising officer classifications. The classification was also included in the broadband pay system for non-represented classifications at that time.

Effective September 13, 2009 and announced in Bulletin OSER-0250-CLR/SC, the Supervising Officer-DHFS classification was abolished and the Supervising Officer-DHS was created to accommodate the renaming of the Department of Health & Family Services to the Department of Health Services.

RDP/SKN
CC/PLW
66360

* A major DHS health institution is an institution comprised of 150 or more full-time-equivalent employees.