

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

DHS SECURITY DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Department of Health Services (DHS) which function as DHS Security Directors in a major treatment institution. 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 encompasses professional supervisory positions located within the Department of Health Services that function as DHS Security Directors in a major treatment institution (150 or more full time equivalent staff). Positions allocated to this classification administer and supervise the security program for an institution and meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within the respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats.
2. Positions which, for a majority of the time (i.e., more than 50%), supervise institution-wide treatment-related programs and are more appropriately classified as Treatment Director.
3. Positions which are not located at the Department of Health Services.
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. DEFINITIONS****DHS SECURITY DIRECTOR**

Positions allocated to this classification function as a DHS Institution Security Director at a major treatment institution. The DHS Institution Security Director reports to the Institution Superintendent or the Deputy Institution Superintendent. The incumbent develops and provides security measures unique to treatment facilities that care for persons who suffer from a mental illness, disorder, or condition and who require a determination of incapacitation in a secure facility for the purpose of treatment. These positions are responsible for planning, implementing, and coordinating the security services of a secure treatment facility. The areas of responsibility within the security program include, but are not limited to: security of the institution, communications, operations, first response services, emergency response unit, transportation unit and all support services which interconnect the various sections of the institution. Positions also plan security program changes; consult with and make recommendations to architects regarding security issues for new construction; provide planning and consultation for the development of security support services for all future expansions of the facility; participates as a member of the Management Team in the development and monitoring of overall institutional goals and policies; develop and recommend security policy to the Institution Superintendent; supervise and direct the assignments of subordinate staff; and maintain close working relationships with local Law Enforcement and Department of Justice officials in regards to criminal investigations and emergency events. These positions may develop and update manuals and procedures; develop, implement and manage specialized support programs; administer the institution disciplinary system; supervise Department of Corrections staff; and ensure compliance with labor contracts and institution and departmental work rules. In the absence of the Institution Superintendent, and upon designation, the DHS Security Director may assume the acting duties of the Institution Superintendent.

**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 September 10, 2000 and announced in Bulletin CLR/SC-118 to identify positions responsible for security at major DHFS treatment institutions. The positions were previously classified as Corrections Security Director. The DHFS Security Director classification was abolished and the DHS Security Director classification was created effective October 11, 2009 and announced in Bulletin OSER-0251-CLR/SC to acknowledge the naming change in the department from the Department of Health and Family Services to the Department of Health Services and to update the duties of the positions.

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