

Effective Date: August 7, 1994
Modified Effective: August 2, 1998
Modified Effective: July 14, 2013

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CORRECTIONS SECURITY CHIEF

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 the professional management positions located within the Department of Corrections which functions as Security Chief. This classification specification is not specifically intended to identify every eventuality or combination of duties and responsibilities which may be assigned to positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be best 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 definitions 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 the professional supervisory and management positions located within the Department of Corrections which functions as Security Chief. The positions allocated to this classification administer the Department of Corrections security programs for the Division of Adult Institutions and meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81 (19) and (13). The positions in this classification are responsible for program planning, policy and procedure input and development, and budget development.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Corrections or positions which do not administer the security program for the Division of Adult Institutions.
2. Positions which do not meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81 (19) and (13).

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

CORRECTIONS SECURITY CHIEF

The positions allocated to this classification administer the statewide security programs for the Division of Adult Institutions. These positions are responsible for supervision of security program staff; program planning, evaluation, direction and implementation; institution communication systems; policy and procedure development; and budget development. The positions serve as a liaison to public and private agencies including the federal government; provide expert technical consultation; and manage special high level projects.

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 August 7, 1994 as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25 to describe the single position in the Department of Corrections which was responsible for administering security programs for all adult correctional institutions. The classification was modified effective August 2, 1998, to include a second position within the Division of Community Corrections and announced in Bulletin SC/CC-90. This classification was modified effective July 14, 2013 and announced in Bulletin OSER-0333-MRS/SC to remove reference to the Division of Community Corrections, and to add the requirement of meeting the Wis. Stats. definition of supervisor.

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