

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DETENTION FACILITIES SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Corrections (DOC) which function as Detention Facilities Specialists. These positions meet the definition of confidential as defined in Wis. Stats. 111.81(7) as interpreted and administered by the Wisconsin Employment Relations Commission. 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions which perform duties responsible for providing technical assistance and evaluation in the highly specialized areas of jail management, inmate supervision, construction design, maintenance, operation of detention facilities and development of program standards and manuals to county jails, Huber facilities, houses of correction, juvenile detention facilities and municipal lockups, and conduct investigations of alleged sexual assault in these facilities by inmates and facility staff.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions not located within the Department of Corrections.
2. Positions which do not meet the statutory definition(s) of confidential as defined in Wis. Stats. 111.81(7) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter into this classification by competition.

II. DEFINITIONS

DETENTION FACILITIES SPECIALIST

The professional positions allocated to this classification routinely exercise professional discretion in the implementation of Department programs to meet the goals (i.e. strategic business plan, and other Department initiatives) within their geographical area of responsibility. Employees in this position issue directives for corrective action up to and including Department orders which county jails, Huber facilities, houses of correction, juvenile detention facilities and municipal lockups are expected to follow; and are responsible for investigating and issuing findings related to minor and major incidents including suicides, deaths, and escapes and sexual assault. Employees exercise discretion in negotiating resolution and directing corrective action; professional judgment is exercised in determining priority and level of response to multiple situations. Work is performed independently under the general policy direction of the Director of the Office of Detention Facilities, in the Office of the Secretary.

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, activities 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 1989. The classification specification was modified effective August 12, 2012 and announced in Bulletin OSER-0310-MRS/SC to reflect the authority, comprehensive responsibilities, and location of these professional positions within the department.

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