

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CORRECTIONAL ENTERPRISES SPECIALIST  
CLASSIFICATION SERIES

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 positions which perform work related to the training and direction of offenders in a correctional enterprises program within the Department of Corrections. This classification specification is not intended to identify every duty that 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 specification encompasses positions located within the Department of Corrections, Division of Adult Institutions, Bureau of Correctional Enterprises which provide training to and direct the work of offenders in an agriculture, industry or logistics program which is designed to provide work experience, job training, vocational skills and/or good work habits for the offenders as well as to produce goods or services for use and/or sale.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Corrections or positions which do not train and direct the work of offenders.
3. Positions which spend a majority of the time operating and maintaining equipment rather than training and directing the work of offenders.

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

D. Entrance Into and Progression Through this Series

Employees enter positions within this classification series by competition. Movement to the Developmental and Senior levels is by reclassification based on the achievement of the required training, education, or work experience and the satisfactory performance of the work. Movement to the Advanced level is by competition.

## II. DEFINITIONS

### **CORRECTIONAL ENTERPRISES SPECIALIST CLASSIFICATION SERIES**

Positions allocated to this classification series are responsible for the training and direction of offenders in the performance of work activities of a correctional enterprises program. Positions perform the following activities: instruct offenders in the proper use and care of hand and power tools, livestock and equipment; plan and schedule the inmate workers' paid time to meet production requirements; maximize effective utilization of inmate workers, equipment and materials; maintain inmate discipline, taking action as required; establish worker relations, wages and administrative policies; direct maintenance of machinery, equipment, facilities and safety; determine inmate job assignments; review inmate performance, model personal behavior for inmates, mediate disputes and resolve conflicts; direct program operations to comply with facility security procedures, including tool control; recommend changes in procedures, policies, standards, processes and equipment; utilize a computer system for work order processing, inmate evaluations, purchasing, and inventory and other reports. Work is performed under close progressing to general supervision.

#### **CORRECTIONAL ENTERPRISES SPECIALIST - ENTRY**

This is the entry level for the Correctional Enterprises Specialist classification series. Positions at this level focus on learning the procedures, practices, techniques and technology for the assigned program's duties through supervisory oversight, and gaining competency through on-the-job training. Enterprises Specialists at this level are learning the responsibilities for training and directing the work of offenders in a correctional enterprises program which involves the production of products or a service and the use of production methods. Positions function under close progressing to limited supervision.

#### **CORRECTIONAL ENTERPRISES SPECIALIST - DEVELOPMENTAL**

This is the developmental level for positions in the Correctional Enterprises Specialist classification series. At this level work assignments are established; objectives are stated in general terms with the employee determining specifics and priorities; the supervisor reviews work products after completion to determine quality and production levels. Positions continue to develop knowledge of program activities and associated practices, and techniques. Positions function under limited progressing to general supervision.

#### **CORRECTIONAL ENTERPRISES SPECIALIST - SENIOR**

This is the full performance level for most positions in this series. Employees allocated to this level are considered experts in their field, function under general supervision, and perform the full range of duties, ranging from the routine to the most complex. Positions at this level are responsible for independently directing the work of offenders for a correctional enterprises program in which the majority of the work involves the production of products or provision of services. Positions function under general supervision.

**Representative Position:**

Division of Adult Institutions, Bureau of Correctional Enterprises, Wood Fabrication Shop: Provides assistance to the Correctional Enterprises Supervisor in the management of the wood and laminated shop; supervises, instructs, educates, trains and directs skilled and semi-skilled inmate employees; directs production of multiple lines of fabricated wood or metal products; and utilizes the Bureau's Material Requirements Planning (MRP) computer system for production and inventory management and to ensure the accurate and efficient production and pricing of products.

**CORRECTIONAL ENTERPRISES SPECIALIST – ADVANCED**

The Correctional Enterprises Specialist - Advanced level has only the two following allocations: 1) the listed Represented Position; or 2) Lead worker.

**First Allocation:****Representative Position:**

Division of Adult Institutions, Bureau of Correctional Enterprises, Industries Distribution Center (IDC): This position provides scheduling and coordination of wood and metal furniture, upholstery and sign customer product deliveries and/or installations and identification and expediting of projects at risk of not meeting customer expectations. Duties include the scheduling of IDC delivery vehicles, IDC installation staff and/or private sector installation companies utilizing existing contracts. This position ensures the delivery of all products from the shops will be completed on time for customer delivery dates, correct products arrive at the warehouse and staging of products, and serves as the primary point of contact for order status, delivery and installation.

**Second Allocation:****Lead worker:**

Positions function as lead workers over two or more Full Time Equivalent (FTE) staff in a correctional enterprises program and meet the definition of Correctional Enterprises Specialist – Advanced. Positions lead the work of Industry Specialists. **Lead worker:** An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent FTE classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

**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.

**SPECIAL NOTE:** Some positions may require the possession of a Commercial Driver's License with appropriate endorsements.

**IV. ADMINISTRATIVE INFORMATION**

The former classification of Industries Specialist was created effective in May 1984. It was abolished and the Industries Specialist classification specification was created effective July 21, 1996 by collapsing the old four

levels of Industries Specialist to three levels. The survey was conducted by the Department of Corrections and was published in DER Bulletin CC/SC-54.

The Correctional Enterprises Specialist classification series was created as a result of the Industries Specialist personnel management survey effective July 9, 2017 and announced in Bulletin DPM 0446-CC/SC.

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