

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**CORRECTIONAL ENTERPRISES SUPERVISOR**

**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 function as Correctional Enterprises Supervisors for 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 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 positions located in the Department of Corrections, Division of Adult Institutions, Bureau of Correctional Enterprises that are responsible for the supervision of Correctional Enterprises Specialist positions in an enterprises program employing inmate workers, which is designed to provide work experience, job training, vocational skills, and/or good work habits for offenders, as well as to produce goods or services for use and/or sale. 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., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located in the Department of Corrections or positions which do not have responsibility for the operation of a correctional enterprises program involving the training and direction of inmate workers in the production of goods or services for use and/or sale for a majority of the time.
3. Positions which are responsible for the management of multiple correctional enterprises programs and supervision of Correctional Enterprises Supervisors for a majority of the time and are more appropriately classified as Correctional Enterprises Superintendent.
4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

**II. DEFINITION**

**CORRECTIONAL ENTERPRISES SUPERVISOR**

This is responsible work related to the operation, planning and production control of an enterprises program and supervision and training of Correctional Enterprises Specialist positions which train and direct the work of inmate workers in an enterprises program. Positions perform the following activities: establish and ensure compliance with production schedules and delivery dates; monitor operating budget; maintain production facility and equipment; facilitate and coordinate with the institution for security of the operation; order equipment and supplies including capital purchases; provide inventory control; maintain receipts; provide enterprises program reports; provide internal and external communications; prepare simplified bids; direct the interviewing, selection, compensation, and evaluation of inmate workers; manage enterprises training programs for permanent and inmate workers including training in Materials Requirement Planning (MRP)/Enterprise Resource Planning (ERP) computer system; develop and maintain enterprises records; maintain enterprises operating standards of quality, quantity production, order, and cleanliness; and implement health and safety policies. Work is performed under general supervision.

**Representative Position:**

Printing Enterprises Program: Working under general supervision, this position is responsible for the management of the printing enterprises program at Columbia Correctional Institution. Areas of responsibility include: pre-press, camera, press (letterpress, offset, and electronic), bindery, shipping for products such as letterheads, envelopes, booklets, forms, newsletters, periodicals, hot glue books, quick copy, and customer service. Responsibilities also include production of products and services and establishing pricing of contract and off-contract jobs; supervision of Correctional Enterprises Specialists; training of inmate workers; provision of assistance in establishing shop budget; processing all purchasing; utilizing MRP/ERP system for maintaining production, quality, profitability, inventory control; and customer contacts.

**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 (CDL) with appropriate endorsements.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise an industry program for the Department of Corrections. This classification replaces the Industries Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This classification was modified December 9, 2007 in Bulletin OSER-0174-MRS/SC to include new industry programs and responsibilities for Industries Supervisors.

The Correctional Enterprises Supervisor classification 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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