

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CORRECTIONAL ENTERPRISES SUPERINTENDENT

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 responsible for the management and supervision of multiple enterprises programs within the overall Prison Industries program in multiple locations in 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 responsible for the management and supervision of multiple enterprises programs employing offenders and 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. These positions plan, organize and direct the production and operation of multiple enterprises shops.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Corrections or positions which do not supervise Correctional Enterprises Supervisors for a majority of the time.
3. Positions which, for a majority of the time, do not have responsibility for the management and supervision of multiple Correctional Enterprises programs involving the training and direction of offenders in the production of goods or services for use and/or sale at multiple locations.

4. Positions which are responsible for the supervision of a specific industry program for a majority of the time and which are more appropriately classified as a Correctional Enterprises Supervisor.
5. 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

### **CORRECTIONAL ENTERPRISES SUPERINTENDENT**

Positions allocated to this classification are responsible for the management and supervision of multiple enterprise programs within the overall Prison Industries program. Each enterprises program employs offenders to produce goods or services for use and/or sale and utilizes Correctional Enterprises Specialist positions to provide immediate direction to the inmate workers. Correctional Enterprises Superintendent positions plan, organize and direct the production and administration of enterprise programs; direct business planning and decision making with the management team of the Bureau of Correctional Enterprises; and supervise subordinate Correctional Enterprises Supervisor positions responsible for a specific enterprises program. Work is performed under general supervision.

#### **Representative Position:**

Correctional Enterprises Superintendent - Under the direction of the Prison Industries Director, manage and supervise the activities of correctional enterprises programs of textile, laundry service, durable medical equipment, canteen, Industries Distribution Center and Badger State Logistics, and supervise Bureau of Correctional Enterprises staff. This position is responsible for the planning and business development of sales, production, personnel, purchasing and budget processes of all assigned correctional enterprises programs; and participates as a member of the management team of the Bureau of Correctional Enterprises.

## 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

The former classification of Industries Superintendent was created effective in May 1984. It was abolished and this classification specification was created effective July 21, 1996 by collapsing the old two levels of Industries Superintendent to one level. The survey was conducted by the Department of Corrections and was published in DER Bulletin CC/SC-54. This classification was updated December 9, 2007 in Bulletin OSER-0174-MRS/SC to reflect the current assignment of duties to this classification.

The Correctional Enterprises Superintendent 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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