

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS RECORDS PROGRAM 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 a single supervisory position which administer a department and statewide records management program. This classification specification is not intended to identify every duty which may be assigned to the position 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 a single supervisory position in the Division of Management Services which administer a department and statewide records management program. Positions allocated to this classification must meet the definition of supervisor, as defined in s. 111.81(19), Wis. Stats. Positions must meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook;
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats;
3. Positions not at the Department of Corrections, or anything outside of the single position described within this classification specification;
4. Positions which, for a majority of the time, supervise a statewide records management program and are more appropriately classified as a Records Management Program Supervisor or Records Management Supervisor; and,

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

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

CORRECTIONS RECORDS PROGRAM SUPERVISOR

This is professional supervisory work related to the administration of a very complex statewide, and agency wide, records and forms programs for the Department of Corrections; this includes public records. The single position allocated to this classification provides oversight and management of the DOC's public records program within; is responsible for implementation and compliance with policies and standards as required by Wisconsin law, administrative code, DOC policy, and applicable federal requirements (e.g., HIPPA); and provides training and supervision to assigned staff and leads the support of training to DOC's nearly 200 records custodians and assistants. This position will work under general supervision.

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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective November 21, 2021 and announced in bulletin DPM-0559-CC/SC, to describe a single position within the Division that has responsibility for the department wide records and forms program within the Department of Corrections.

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