

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS ADMINISTRATIVE SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions which are located at the Department of Corrections which function as Corrections Administrative Specialists. 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 classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

This classification encompasses positions located at the Department of Corrections which provide administrative support to central office or institution staff or programs. Positions allocated to this classification must meet the statutory definition of professional employee, 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 employee, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter;
2. Positions which meet the statutory definitions of confidential, supervisor, or management, as defined in s. 111.81(7), (19), and (13), as administered and interpreted by the Wisconsin Employment Relations Commission;
3. Positions which are not located at the Department of Corrections;
4. Positions which are responsible for providing a variety of clerical and paraprofessional program support activities for supervisory, professional, or administrative staff for a majority of the time,

and are more appropriately classified as Program Assistant (to include confidential variants of the classifications), Office Associate, Office Operations Associate, Operations Program Associate, or similar titles; or,

5. All other 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

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Positions allocated to this classification level work under general supervision and are as follows: (1) the position responsible for the overseeing the administration and implementation of the interstate compact for juvenile offenders and movement within and between states for the Department; (2) the position which coordinates and monitors the environmental health and safety program for the Bureau of Correctional Enterprises; and (3) positions which spend the majority of time on duties which are of similar scope, impact and complexity as the representative positions identified at this level.

Representative Positions:

Bureau of Correctional Enterprises: Under the supervision of the Supervisor of Internal Operations, this position coordinates and monitors the Bureau's environmental health and safety program. This program includes Badger State Industries, Correctional Farms and the Bureau's Administrative Office. This position serves as a resource to Bureau managers, and a liaison to the Department's Risk Management Section; and monitors regulatory compliance in the areas of hazardous materials, employee health and safety, fire, staff and inmate training, accident and reporting investigations. This position also develops policies and procedures related to health, safety, commission sales and the new customer bonus program; provides administrative support to Bureau recycling programs through the direction of a Program Assistant; and reviews and prepares various reports.

Division of Juvenile Corrections: Under the supervision of the Director of the Office of Juvenile Offender Review, this position has the responsibility for coordinating the statewide implementation of the Interstate Compact for Juveniles, for compliance with the regulatory provision on the Compact and the rules and policies of the Interstate Commission for Juveniles. This position oversees the transfer of Wisconsin juveniles on court ordered supervision to other states, coordinates the return of Wisconsin juvenile absconders, runaways and escapees and the return of out of state absconders and escapees to their home jurisdiction; provides consultation, technical assistance and training to County and State direct service workers, supervisors and managers on the Interstate Compact for Juveniles and provision of dispute resolution services on unresolved issues; and provides administrative services related to the implementation of the Interstate Compact for Juveniles in Wisconsin.

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

This classification was created as a result of the Professional Program Support Survey effective August 3, 1997, and announced in Bulletin CC/SC-68. The positions were formerly classified within the Administrative Assistant or Administrative Assistant-Confidential classification series. The specification was modified to create the highest level to recognize a position in the Division of Juvenile Corrections which did not exist at the time the class was originally created. The specification modification was effective June 7, 1998, and was announced in CC/SC-87. The specification was again modified, effective September 13, 1998, in order to eliminate the 3 level as the Department of Corrections determined this level would not be utilized. Abolishment of the 3 level was announced in Bulletin CC/SC-91. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove reference to confidential positions (see the Corrections Administrative Specialist-Confidential classification specification, also created effective May 20, 2001).

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

This classification was modified effective May 24, 2020, and announced in bulletin DPM-0527-CC/SC to remove the allocation for the position at the Department of Correction that is responsible for the offender transfer and movement program which was moved to a newly created level (within the same bulletin) in the Offender Classification Specialist classification series to better capture the relationship of the work done between that position and that classification.

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