

Effective Date: August 7, 1994
Modified Effective: April 1, 2018
Modified Effective: October 27, 2019

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INSTITUTION MANAGEMENT SERVICES DIRECTOR

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 supervisory and management positions located within the Department of Health Services, Division of Care and Treatment Services (DCTS) facilities and the Department of Veterans Affairs, Division of Veterans Homes, Veterans Home at King, which function as Institution Management Services Directors. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional supervisory and management positions located within the Department of Health Services, Division of Care and Treatment Services facilities, and a single position at the Veterans Home in King within the Department of Veterans Affairs which function as Institution Management Services Directors. Positions allocated to this classification administer and manage the business office, budget, stores, food service, housekeeping, maintenance, grounds, information technology, and a variety of other functions that are essential in operating a facility; and meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services or King Veteran Home positions which do not function as Institution Management Services Directors.
2. Positions which do not meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competition.

II. DEFINITIONS

INSTITUTION MANAGEMENT SERVICES DIRECTOR

.Positions allocated to this classification include: (1) Management Services Director, Winnebago Mental Health Institute: this position manages and administers the business office, budget, fiscal, stores, food service, housekeeping, maintenance, grounds, communications, purchasing, dietary, safety, security, laundry, power plant, and information technology programs for the institute and this list includes the services that are shared with the Wisconsin Resource Center that this position oversees; (2) Management Services Directors, Central Wisconsin Center and Mendota Mental Health Institute: under a shared services structure within these two institutions, two positions will manage and administer the business office, budget, central supply, fiscal, food service, housekeeping, laundry, maintenance, grounds, safety, power plant, communications, stores, canteen, new construction supervision, capital project management, and information technology programs for the two institutes; (3) Management Services Director, Southern Wisconsin Center: this position supervises and directs the business office, budget, fiscal, purchasing, food service, housekeeping, maintenance, grounds, information technology, power plant, communications, stores, and laundry programs for the institution; (4) Management Services Director, Sand Ridge Secure Treatment Center: this position supervises and directs the business office, budget, fiscal, food service, training/staff development, maintenance, grounds, purchasing, store/canteen, and information technology programs for the institute; and (5) the single Adjutant position at the Wisconsin Veterans Home at King: this position prepares the Home's operational budget and administers the dietary services (including food service), engineering and physical plant, facilities, custodial service, laundry services, security, the Marden Center services (e.g., recreational facilities), home member transportation services, emergency/risk management, and beauty and barber services for the institution..

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 INFORMATIONS

This classification was created August 7, 1994, in bulletin CC/SC-25 following the abolishment of the previous version.

This classification was modified effective April 1, 2018, in bulletin DPM-0465-CC/SC to create an allocation pattern for a specific position at the Wisconsin Veterans Home at King which oversees operational areas similar to those at the Department of Health Services Institutions, remove an allocation pattern and update the remaining allocation patterns.

This classification was modified effective October 27, 2019 and announced in DPM Bulletin 0505-CC/SC to update the allocation for the Central Wisconsin Center and Mendota Mental Health Institute.

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