

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

JUSTICE PROGRAM CHIEF

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory and management positions that administer significant statewide programs within the Department of Justice. 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

The positions in this classification are professional supervisory and management positions that administer significant statewide programs located within the Department of Justice. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate professional staff. Positions allocated to this classification must meet the definitions of supervisor and management, as defined in s. 111.81(19) and (13), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition(s) of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are not located in the Department of Justice.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

The positions allocated to this classification administer significant statewide programs and supervise a variety of professional, paraprofessional, and administrative staff. Positions allocated to this classification may serve as Deputy Bureau Director, Section Chief, or as the program chief and key policy advisor to managers in the formulation, determination and implementation of management policy as it relates to their specialized program area. These positions recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, and discipline of subordinate employees. Positions allocated to this classification spend a majority of their time performing duties comparable to the following positions based on number, variety, and complexity of the programs administered; the size and complexity of the budgets administered; the scope and impact of the programs; and the complexity of the program planning and policy and procedure development for the assigned programs.

Representative Positions:

Deputy Bureau Director, Crime Information Bureau: This position serves as the Deputy Bureau Director and directs the policy and operations (through subordinate supervisors) of the following units within the Crime Information Bureau; TIME, Technical and Field Services; Firearms Hotline; Criminal History Records; and Administrative Services. In addition, the position functions as the principal staff advisor to the Bureau Director in matters of administrative management, program development, research, budgeting, fiscal, personnel, property management, and purchasing. As Deputy Director, this position is in charge of the Bureau in the Director's absence.

Law Enforcement Education Deputy Director, Training and Standards Bureau: This position supervises, manages and directs the statewide law enforcement education and training programs, provides program and policy decisions that establish delivery systems and performance criteria for law enforcement education and training; manages and conducts research and analyses to identify improvements in bureau policies, Law Enforcement Standards Board administrative rules and proposed legislation for: basic employment and training standards for law enforcement, jail, secure detention and tribal officers; procedures for improving training expense reimbursement for those offices; standards for training academies that are certified by the LESB or the Bureau; standards for instructors who are certified by the LESB; and automated training and education records. This position serves as the Section Chief and Deputy Director of the Training and Standards Bureau.

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 initially created effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR-SC-109 to describe positions that were previously classified as Justice Program Supervisor 2 and 3. The classification was further modified effective February 9, 2003 and announced in Bulletin MRS-SC-147 to reflect internal organizational changes within the Department of Justice.

This classification was modified effective June 12, 2016 and announced in Bulletin DPM-0425-SC-CC to update the definition language.

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