

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**JUSTICE PROGRAM SUPERVISOR**

**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 positions that administer Bureau or Office level 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 positions which administer programs within the Department of Justice. Positions are responsible for performing program planning, policy and procedure input and development, and budget development within their respective program area. Positions at this level either supervise units primarily of professional positions or supervise units of paraprofessional and/or admin staff and perform professional work the majority of time. Positions allocated to this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located in the Department of Justice.
3. Positions which for the majority of the time, perform duties and responsibilities which are more appropriately classified as Justice Program Chief.

4. 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 in this classification are professional supervisory positions which administer programs within the Department of Justice. Positions are responsible for performing program planning, policy and procedure input and development, budget development, and supervision of professional, paraprofessional, or administrative staff within their respective program area. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, and discipline, of subordinate staff. These positions supervise and administer complex specialized justice services or programs on a statewide basis; and serve as the Department's program expert and policy advisor to managers in the formulation and implementation of management policy as it relates to their specialized program area. The supervisor is responsible for the program budget, policy and procedure development, and program planning and analysis.

These positions develop short and long-range plans for the management of the staffing, work space, equipment, safety, and training needs of the unit; resolve complex, technical, and sensitive issues pertaining to the unit's program area; work with management to analyze, develop, recommend and implement administrative rules, policies and procedures affecting the unit; maintain appropriate records, review, evaluate, and modify program operations to ensure the most effective and efficient provision of justice services to the public and prepare reports on program results, budget and staff requirements and related unit activities. These positions may also work as a liaison with other program areas as well as outside agencies in order to effectively monitor progress and compliance.

### **Representative Positions:**

TIME & Technical Services Manager: Located in the Division of Law Enforcement Services, Crime Information Bureau, this position is responsible for the administration of the TIME System which serves all Wisconsin criminal justice agencies. This position manages statewide training and technical assistance for all Department of Justice (DOJ) criminal justice customers, audits of TIME System agencies in compliance with FBI standards, and establishes and monitors security standards for all CIB automated systems. The position performs detailed technical problem analysis for all CIB systems (criminal history, fingerprint identification, handgun hotline, and concealed carry), and coordinates internal DOJ and inter-agency teams in all phases of problem resolution. The position also develops a budget for the TIME System, recommends TIME system user rates, and supervises staff within the TIME & Technical Services Section.

Justice Program Supervisor: Located in the Division of Criminal Investigation, this position is responsible for program planning, policy and procedure input and development, and budget development. This position supervises staffs that have responsibilities relating to criminal justice and law enforcement programs and services. This position has management and oversight of the following criminal justice and law enforcement programs for the Division: policy & evidence; backgrounds & records; fleet, property, and equipment; undercover services; and training. This position serves as the liaison with the Department's Bureau of Budget and Finance for purchasing and fiscal services.

### **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 Nonrepresented Middle Management and Supervisory broadbanding Study and announced in Bulletin CLR-SC-109 to describe positions which were previously classified as Justice Program Supervisor 2 and Budget and Policy Supervisor - Division. This classification was modified September 10, 2000 to incorporate the Program Manager of the Crime Victims Compensation Program, the Director of Victim Services, and to recognize modifications to the duties of other existing Justice Program Supervisor positions. Further modifications were made effective February 9, 2003 and announced in Bulletin MRS-SC-147 to reflect some structural/organizational changes within the Department of Justice.

The classification series was modified effective May 15, 2016 and announced in Bulletin DPM-0423-CC/SC to update/clarifying the staffing criteria, update the definition language and representative positions.

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