

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMPLOYMENT PROGRAMS COORDINATOR

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 present and future positions located within the Department of Corrections (DOC). Positions allocated to this classification series provide a wide variety of job placement, job development, job training, work experience, interest/inventory/aptitude assessment, and vocational counseling activities for adult or juvenile offenders, and serve as a liaison to other public and private agencies and educational institutions. 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 class concepts and definition 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; licensure or certification requirements; and other such information.

B. Inclusions

This classification encompasses positions located within the Department of Corrections. Positions allocated to this series provide a full range of job placement, job development, job training, work experiences and assessment and vocational counseling activities for adult or juvenile offenders under the supervision of the DOC.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which for a majority of the time perform duties which are more appropriately classified as Social Workers - Corrections or Probation and Parole Agents.
4. Positions which for a majority of the time perform duties which are more appropriately classified as Youth Counselors.

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 competitive examination.

II. DEFINITIONS

EMPLOYMENT PROGRAMS COORDINATOR

Under general supervision, positions assigned to this classification provide a full range of job placement, job development, job training, work experience, assessment and employment counseling services, including placement of DOC offenders under the supervision of the department into competitive employment, work experience, on-the-job-training, or educational programs. Positions establish community and inter-agency relationships, and provide technical assistance and consultation to offenders, DOC staff and the public and private sectors. These positions research, plan, develop, and implement department employment and educational programs; develop and identify funding sources for employment programs; and develop and disseminate information to the public and other governmental agencies regarding programs.

Representative Positions

Division of Adult Institutions (DAI), Office of Program Services: Under the general supervision of the Education Director, these positions are responsible for development, implementation, and coordination of DAI employment programs, job development and employment training programs for institution inmates and inmates employed by the Bureau of Correctional Enterprises. These positions provide liaison to other agencies on employability services and the corrections' population; and assist in coordination with various community programs.

Division of Adult Institutions, Bureau of Classification and Movement: Under the general supervision of a Corrections Classification Management Supervisor this position provides interest/inventory/aptitude testing and employment counseling services to all inmates admitted to the Dodge and Taycheedah Correctional Institutions. This position addresses complex barriers to employment and assists in planning/developing offenders' long term employability plan, including academic or vocational training through the use of an assessment tool. This position conducts group and individual counseling to increase interest and enrollment in educational programs and to introduce employment as part of the offenders' reintegration plan. This position provides educational, occupational, and labor market and career information and career exploration, and administers the Test of Adult Basic Education (TABE).

Division of Juvenile Corrections (DJC): Under the general supervision of a Corrections Field Supervisor, this position is responsible for connecting youth supervised by DJC to employment opportunities in their community. This position works with the University of Wisconsin System, Technical Schools, Division of Community Corrections, Department of Workforce Development, Division of Vocational Rehabilitation and other agencies to provide job and educational opportunities for juvenile offenders, and administers career assessment tools; negotiates and manages vendor/employer compliance; monitors the budget for services; oversees submittal of youth time reports for hours worked; collect and help analyze statistical data to evaluate successes.

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 originally created effective March 2, 1997 and announced in Bulletin CC/SC-63 to describe positions performing this work, but limited specifically to the adult offender population. The specification was modified effective August 2, 1998 in order to expand the definition to incorporate positions working with juvenile offenders in the Department of Corrections. The specification modification was announced in Bulletin CC/SC-90.

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 January 7, 2007 and announced in Bulletin OSER-0156-MRS/SC to describe the full range of duties (job development, job placement, assessment, etc.) and to add representative positions.

WAM/CM
07200