

**Effective Date: February 15, 1998**

**Modified Effective: June 7, 1998**

**Modified Effective: May 29, 2016**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CORRECTIONS SENTENCING ASSOCIATE  
CLASSIFICATION SERIES**

**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 Corrections Sentencing Associate positions located within the Department of Corrections (DOC) or the Department of Health Services (DHS), Wisconsin Resource Center (WRC). Positions allocated to this classification spend a majority of time performing sentence computation functions relating to offender status in an institution or records unit. This classification specification is not intended to identify every duty assigned to the 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

The positions in this classification series are located within the Department of Corrections or the Department of Health Services, Wisconsin Resource Center, that spend a majority of time performing sentence computations functions relating to offender sentence status at an assigned institution or records unit or positions that analyze probation orders to ensure their accuracy.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions not located in the Department of Corrections or the Department of Health Services at the Wisconsin Resource Center;
3. Positions not performing, for a majority of time, sentence computation functions related to offender sentence status;

4. Positions which, for a majority of time, are responsible for coordinating and ensuring the lawful commitment and release of offenders at state institutions through a review of legal records and court sentences more appropriately classified as Offender Records Supervisor;.
5. Positions which, for a majority of time, are responsible for performing records office support functions relating to offender files and offender status in an assigned institution or unit and are more appropriately classified as Offender Records Associate;.
6. Positions which, for a majority of time, provide program support to institution programs outside of the records office such as Office Associate, Office Operations Associate and Operations Program Associate;
7. All other positions more appropriately identified by other classification specifications.

E. Terms Used Within This Specification

**Sentence Computations:** the calculation of the incarceration period (i.e., sentence) imposed by the Court to establish the date at which inmates are released from their commitments.

**Sentence Structure:** the combination of confinement and supervision periods imposed upon the inmate by the Court to determine inmate release dates

**Complex Sentence Structure:** a sentence computation that contains multiple consecutive and concurrent sentencing strings used to determine governing release dates.

D. Entrance Into and Progression Through This Series

Entrance into this series will be through competition. Employees are expected to enter this classification at the Corrections Sentencing Associate level and movement to the Senior level will be by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work.

Movement to the Advanced level is by competition. Positions designated as leadworker require competition.

## II. DEFINITIONS

### **CORRECTIONS SENTENCING ASSOCIATE**

This is the entry level for positions that perform work similar to that described at the Senior level, with the emphasis at this level placed on learning to apply State Statutes, Administrative Codes and related policies and procedures to sentence structure and calculating sentence computations for offender sentences within DOC or DHS. Positions allocated to this entry level will eventually progress to the Corrections Sentencing Associate – Senior level. Work at this level is performed under close progressing to limited supervision.

### **CORRECTIONS SENTENCING ASSOCIATE – SENIOR**

This is the objective level for positions performing work related to calculating sentences and appropriate sentence structure for offender sentences and the full performance level for most positions in this series. Positions spend a majority of their time performing the following: processing of all Judgments Of Conviction (JOC), Court Orders, Revocation Orders, Warrants and other legal documents for offenders;

applying extensive knowledge of the Statutes, Administrative Code, and changes in court decisions and their proper implications concerning admissions, releases, incarceration and sentencing computations to ensure the lawful commitment and release of offenders; reviewing and interpreting court produced and other legal documents; computing complex sentence structures; interpreting computations and procedures; representing the institution in legal proceedings; coordinating temporary custody and return of escapees; providing guidance and consultation on records procedures to lower level staff and general consultation on records processes to other Institution staff members. Work is performed under general supervision.

### **Representative Positions:**

Division of Adult Institutions, Racine Correctional Institution/Sturtevant Transitional Facility: This position reviews offender records to determine and verify status of legal documents on all offenders including transfers, parole extended supervision, mandatory release, violators, results of re-incarceration and re-confinement hearings, violators reinstated, absconders, escapes, additional jail sentences, jail credit and modified sentences; interpret JOCs, Court Orders and manually compute complex and complicated information to determine sentence structure, including Parole Eligibility Date (PED), Mandatory Release (MR) date, Extended Supervision (ES) date, and Maximum Discharge date ensuring accuracy and conformance with legal requirements; re-compute Also Sentences (additional sentences); releases, revocations, escapes, court ordered sentence adjustments and modifications; contact sentencing courts, Probation & Parole Agents, other agencies regarding sentencing; correspond with judges, attorneys, legal aid societies, Public Defenders; appear in court as an expert witness; research and confer to keep abreast of statutory changes, court decisions and their implications; provide information on sentences, release dates, computations, statutory changes/implications, waivers of Time, waivers of parole hearings, parole hearings process, securement of county jail credit, to law enforcement, courts, DOC staff, offenders, Parole Commissioners; initiate and process paperwork to facilitate the extradition process including Warden's Affidavit, Certified Judgment, Certified Transfer Orders and fingerprints.

DHS Division of Mental Health and Substance Abuse Services, Wisconsin Resource Center: This position ensures the legal commitment of offenders; coordinates and prepares for proper release of offenders; and computes release, discharge, and parole eligibility dates according to Wis. State Statutes and Administrative Code. This position is also responsible for processing court decisions and provides training and consultation to staff and offenders on sentence structure and computations.

## **CORRECTIONS SENTENCING ASSOCIATE – ADVANCED**

This is the Advanced level of this classification series, and positions within this classification level are only located within DOC's Division of Adult Institutions (DAI), Central Records Office (CRO) or DOC's Division of Community Correction, Extraditions & Admissions Unit.

Positions appropriately classified at this level fall within two allocation patterns:

- 1) Positions located in the DAI Central Records Office (CRO), responsible for a majority of their time for provision of administrative services to ensure lawful commitment of offenders including a comprehensive review of sentence computations on a statewide basis done by all the individual DAI Institution's Records Offices; reviewing and proofing of letters to judges regarding errors or appropriateness of language and composition; provision of consultation and technical support to CRO operations for individual Institution Record Offices; provision of guidance and instruction to new staff in institutions; consult and provide guidance to DOC staff on CRO procedures; and backup support for program expertise in CRO supervisor's absence.

**OR**

2) Positions located in the DCC Extraditions & Admissions Unit that spend a majority of time ensuring the accuracy of probation or parole orders for offenders on release. Positions coordinate the extradition process for a majority of the time; file detainers on offenders in custody in out of state prisons; analyze new probation orders for completeness, accuracy of use of proper statutes for crime, convictions, sentence dates, length of probation; prepare documents for Governor's Warrants and deliver to the Department of Justice. Work is performed under general supervision.

### **Representative Positions:**

Division of Adult Institutions, Central Records Office: This position is responsible for coordinating and processing all DAI sentence computations submitted to the CRO for review/proofing; insure meeting of all legal requirements, requiring extensive knowledge of State Statutes, Administrative Code, court decisions concerning admissions, releases, incarceration and sentence computations, insuring lawful commitment and release of offenders; inspect court orders or other legal documents to ensure they are accurate, authentic, and the sentences are within statutory limits, coordinating correction as necessary; review and interpret computations and procedures; interpret JOC's and Court Orders; compute complex and often complicated information to determine sentence structure, including Parole Eligibility Date (PED), Mandatory Release (MR) date, Extended Supervision (ES) date, and Maximum Discharge date ensuring accuracy and conformance with legal requirements and complex manual computations; review/proof all computations as a result of Also Sentences (additional sentences), parole release, parole violations, MR/ES violations, escapes, court ordered sentence adjustments and modification; represent the DOC in legal proceedings to outside agencies; provide backup to CRO supervisor; provide technical training to Institution Records Office staff in computations of complex sentence structures.

Division of Community Corrections, Extraditions & Admissions Unit: This position is responsible for analyzing new probation orders for completeness, use of proper statutes for crime indicated, convictions, sentencing dates, and legality of probation term; reduce excessive terms of probation, notifying DCC Field Supervisors of need to contact court; draft letters to the court, District Attorneys and defense attorneys to request resentencing when probation terms were ordered illegally; determining if an offender can be legally extradited back to Wisconsin; completing violation warrants; contacting other state holding facilities regarding medical status and local offenses; issuing documents for Governor's warrants; facilitating offenders return to Wisconsin via contracted private transport company, DCC agent or Sergeant; contacts include law enforcement, corrections officials in other states, DCC Probation and Parole Agents and Field Supervisors; maintains regular contact with judges, District Attorneys, defense attorneys, concerning illegal sentences to probation; file detainers on offenders in custody out of state.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience providing reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 29, 2016, and announced in bulletin DPM-0424-CC/SC as a result of the implementation of the Offender Records Assistant Personnel Management Survey. Positions within this classification were previous classified within the Offender Records Assistant Classification Series (abolished as part of the survey), or as Institution Registrars (abolished as part of the

survey). The Offender Record Assistant Classification Series was originally created effective Feb 15, 1998 in bulletin CC/SC-81 for positions performing records office functions in DOC or DHFS.

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