

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

JUSTICE PROGRAM 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 positions found in the Department of Justice, Division of Law Enforcement Services, Crime Information Bureau that perform the full range of support functions relating to the receipt, review and processing of criminal background checks. The Crime Information Bureau is the Point of Contact for the Federal Bureau of Investigation and other states and will access state and national criminal justice databases in the performance of its responsibilities. 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

This series encompasses paraprofessional positions that provide the full range of services primarily related to the Carry Concealed Weapon (CCW) and Handgun Hotline (HGH) programs. Positions conduct specialized reviews of criminal background information and make determinations related to the issuance of licenses and certification cards to carry concealed weapons and the approval of firearm purchases. These positions have extensive contact with the criminal justice community and other customers, industry representatives and other government agencies.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of management or supervisor as defined, respectively, in ss. 111.81(13) and 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that perform more general paraprofessional support duties not related to a

licensing program for a majority of time (more than 50%) and are more appropriately classified as Operations Program Associate.

3. Positions that perform routine or complex general office or program support functions for a majority of time (more than 50%) and are more appropriately classified as Office Associate or Office Operations Associate.
4. Positions that perform specialized processing and public contact work in the creation, maintenance, evaluation and provision of criminal history record information and are more appropriately classified as Criminal History Records Associate.
5. Positions that are more appropriately identified by another classification series.

D. Entrance into and Progression through this Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification as the employee satisfactorily attains the specified training and experience to independently perform the full scope of duties identified at that level.

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

E. Terminology used in this Classification Specification

Carry Concealed Weapons (CCW): The licensure of a person who is not disqualified under state or federal law to carry a concealed weapon.

Federal Criminal Justice Information System (CJIS) Division: A division of the Federal Bureau of Investigation consisting of multiple services designed to provide resources and information to the criminal justice community.

Handgun Hotline (HGH): Background check hotline for handgun sales by all registered firearms dealers per Wisconsin Statutes.

Federal Bureau of Investigation (FBI), Interstate Identification Index (III): This is an “index-pointer” system for the interstate exchange of criminal history records. Under III, the FBI maintains an identification index of persons arrested for felonies or serious misdemeanors under state or federal law. The index includes identification information, including name, birth date, race, sex, etc., and FBI and state identification numbers from each state’s holding information about an individual.

Paraprofessional: See the “Glossary of HR Terms as used by DPM”.

Point of Contact (POC): A state government acting as a liaison for the National Instant Criminal Background Check System Section of CJIS designated to initiate background checks on individuals possessing or receiving firearms.

II. DEFINITIONS

JUSTICE PROGRAM ASSOCIATE

This is the entry level for positions that perform work similar to that described at the senior level, with the emphasis placed on learning to apply State Statutes, Administrative Code and related policies and

procedures to the processing of background checks. Work includes exposure to Carry Concealed Weapons and Handgun Hotline guidelines, performing limited administrative (i.e. analysis, decision making) tasks under the guidance of more senior staff. Work is performed under close progressing to limited supervision and structured to provide the training and experience necessary to advance to the “senior” level.

JUSTICE PROGRAM ASSOCIATE – SENIOR

This is the objective level for positions performing a full range of activities relating to the analysis and determination of all background checks required for the Carry Concealed Weapons and Handgun Hotline programs. Position perform administrative licensing review activities, including collecting and reviewing applications; analyzing, investigating, interpreting and applying State and Federal statutory disqualifying requirements; approving or denying licenses or certificates; providing customer service and consultation to the public, including customers, dealers, courts, and Law Enforcement personnel on general program rules and requirements to ensure compliance and accuracy; and updating the respective state and federal database systems with new/revised information.

Positions at this level may serve as a second reviewer for lower level Justice Program Associates and may act as a resource for other Justice Program Associates.

JUSTICE PROGRAM ASSOCIATE – ADVANCED

There are two allocation patterns assigned to this level: 1) Leadworker; or 2) Advanced Associate. There will be no more than three positions filled under the Leadworker allocation to perform permanently assigned Leadworker duties during alternative shifts outside of normal business hours, and no more than two positions filled under the Advanced Associate allocation to provide advanced level support for the work unit during normal business hours. Positions at this level perform specialized licensure processing work and work under general supervision.

The Leadworker is responsible for the scheduling of day-to-day activities of the work unit, providing training, guidance and ensuring that the technical standards are maintained. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats, but do have permanently assigned duties including training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees. Note: Leadworkers cannot “share” the responsibility of leading the work of the same employees.

Positions that function at the Advanced level will serve as the program resource expert; work on specialized complex projects; serve as a mentor for lower level staff; and/or work in a leadership capacity. These positions perform the most complex work with the highest level of independent judgement and discretion.

Examples of the most complex work include:

- Conduct analysis of HR-218 eligibility for former Federal and in-state and out-of-state law enforcement officers.
- Oversight of CCW and handgun appeals process.
- Conduct CCW Reciprocity survey and perform tabulation of results.

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

The classification series was created effective May 14, 2017 and announced in Bulletin DPM-0442-CC/SC as a result of the Criminal History Records Specialist Personnel Management Survey. This classification series was created to describe positions that provide paraprofessional support in the Carry Concealed Weapon and Handgun Hotline programs. Positions that were previously classified as Licensed Program/Permit Associates within the Department of Justice performing the work described above were reallocated to this new classification series.

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