

Effective Date: October 12, 1997
Modified Effective: August 2, 1998
Modified Effective: June 2, 2002
Modified: August 7, 2005

State of Wisconsin
Classification Specification

CORRECTIONAL SERVICES MANAGER

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 professional management positions located within the Department of Corrections which administer Department correctional services programs. 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 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 classification encompasses professional management positions located within the Department of Corrections. Positions allocated to this classification administer Department of Corrections correctional services programs and meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Corrections or positions which do not supervise and manage correctional services programs.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) and as interpreted and administered by the Wisconsin Employment Relations Commission.

3. 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. DEFINITION

CORRECTIONAL SERVICES MANAGER

Functions as an Office Director, Assistant Division Administrator, Bureau Director, Regional or Assistant Regional Chief, or Sector Chief responsible for administering program planning, development, evaluation and implementation; correctional program administration, development of policies and procedures in respective program area; budget development and, management of budgeted resources; representation of program area with division and department staff, the public, private and public agencies; and management and supervision of staff.

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 created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76). This classification specification was modified effective August 2, 1998 to include the Department of Corrections Education Director position (see Bulletin CC/SC-90). This action results in the abolishment of the Education Director, Corrections classification (59130). This classification specification was further modified effective June 2, 2002 to add the Assistant Regional Chief positions (see Bulletin MRS-SC-140). This classification specification was further modified effective August 7, 2005, and announced in bulletin OSER-0073-MRS/SC to remove references to specific allocations

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