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Modified Effective: November 9, 1997
Modified Effective: March 12, 2000
Modified Effective: June 2, 2002
Modified Effective: June 12, 2005
Modified Effective: October 7, 2012

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS SERVICES SUPERVISOR

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 supervisory positions within the Department of Corrections which supervise statewide correctional services programs. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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 supervisory positions located within the Department of Corrections which supervise statewide correctional services programs and meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats. Positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of professional staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in s. 111.81.19, Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions not located within the Department of Corrections.
3. Positions which for a majority of the time, perform duties which are more appropriately classified as Correctional Services Manager.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

CORRECTIONS SERVICES SUPERVISOR

Positions allocated to this classification supervise a specialized statewide correctional services program; and are also responsible for program planning, direction, implementation, monitoring and evaluation; developing and overseeing policies and procedures for their program areas; providing input and development for budgets; and supervision of professional staff within their respective program area. These positions serve as the Department expert in their respective program areas, providing advice to the Secretary and Division Administrators; representing the Department to other local, state and federal agencies for significant issues; monitoring and interpreting legislation, court decisions and administrative rules for impact on department policies, and to ensure program delivery is consistent with legislative intent; recommending new administrative rules and revision of existing rules; providing statewide interpretation and communication of federal and state laws; developing and maintaining procedure manuals; representing the department on committees, advisory councils and at legislative meetings; and developing resources and training materials.

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 specification was originally created effective August 7, 1994 (see Bulletin CC/SC-25) and was modified effective November 9, 1997 (see Bulletin CC/SC-25) to reflect a number of changes in organizational structure at the Department of Corrections. A reorganization changed the level of accountability of the Office of Detention Facilities by moving the position from the Division of Community Corrections to the Office of the Secretary. This position was added to this specification (allocation #1) and the classification of Detention Facilities Supervisor abolished. The position of Director, Office of Sexual Offender Programs has been deleted from this specification as a result of a reorganization which recreated and expanded the position into the Director, Bureau of Sex Offender Programs. This position has been allocated to the Correctional Services Manager classification. A new

allocation (# 2) was added to reflect the creation of the position responsible for Offender Programs. In addition, references to the Division of Probation and Parole were replaced with Division of Community Corrections to reflect a title change. The classification was further modified to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000, and to merge the Corrections Contracts Supervisor class into the Corrections Services Supervisor class. In addition, references to the Correctional Services Supervisor were replaced with Corrections Services Supervisor to reflect a title change for consistency. The abolishment of the Corrections Contracts Supervisor class was also effective March 2, 2000, and announced in Bulletin CLR/SC-109. The classification was further modified effective June 2, 2002, and announced in Bulletin MRS-SC-140, to remove the Assistant Regional Chief allocation and assign it to the Correctional Services Manager Classification. The classification was further modified effective June 12, 2005 and announced in Bulletin OSER-0065-MRS-SC to add the additional responsibilities for Incident Management System and emergency preparedness plans, security management, extradition, transfers and detainers. The classification was further modified effective October 7, 2012 and announced in Bulletin OSER-0313-MRS/SC to remove references to specific allocations.

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