

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WARDEN

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 and management positions located within the Department of Corrections which function as wardens of adult correctional institutions or over the entire Wisconsin Correctional Center System. 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 and management positions located within the Department of Corrections which function as wardens of adult correctional institutions or the entire Wisconsin Correctional Center System. Positions allocated to this classification administer the operation, planning, direction and management of minimum, medium and maximum security adult correctional institutions or the entire Wisconsin Correctional Center System; and meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13). Positions 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 series are the following types of positions:

1. Positions located outside of the Department of Corrections or positions which do not function as wardens of adult correctional institutions or the entire Wisconsin Correctional Center System.

2. Positions which do not meet the statutory definitions of supervisory and management as defined in 111.81(19) and (13), Wis. Stats., respectively.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification series by competitive examination.

II. DEFINITIONS

WARDEN

Positions allocated to this classification function as the Warden of an adult correctional institution or over the entire Wisconsin Correctional Center System. Under the general direction of an Assistant Division Administrator of the Division of Adult Institutions, these positions are responsible for the operation, planning, direction and management of the institution. Positions direct the operation (security, social service and religious programs, purchasing, accounting, human resources, health services and program review) of the institution; develop short and long range programs for the institution and inmates; interpret and implement policies and directives along with legislative and judicial mandates; serves as the appointing authority of the institution; and provides leadership in developing relationships with other agencies and citizen groups.

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 August 7, 1994 and announced in Bulletin CC/SC-25. The position was created as a result of the nonrepresented Institution and District Business Supervisors and Manager positions survey.

This classification was modified effective November 12, 2006 and announced in bulletin OSER-0153-MRS/SC to reflect organizational changes at the Department of Corrections, to update the scope of duties performed by the positions, and to create separate classification specification documents for the Warden and Deputy Warden.

WAT/CM
49490