

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

RESIDENT CARE UNIT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin Code, for making classification decisions relative to present and future supervisory positions located primarily within the Department of Health Services which supervise the operation of a residential unit within a facility in the Division of Care and Treatment Facilities. 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 supervisory positions located primarily within the Department of Health Services (DHS), within the Division of Care and Treatment Services, at Central, Northern, or Southern Wisconsin Centers organized under the unit management concept, responsible for the supervision of distinct segments (i.e., units) in a facility for individuals with intellectual disabilities, and also may include individuals with mental health disorder or illnesses. Positions are responsible for the management of resources, including staff and budget, to accomplish unit objectives and supervise primarily Resident Care Supervisors. Positions must meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory positions that are responsible for the supervision of a distinct segments (i.e., units) in a facility or institution under the unit management concept who are responsible for the security functions of that unit for the majority of the time and are more appropriately classified within the Institution Unit Supervisor classification.
2. Positions within the Department of Corrections, Health Services, or Veterans Affairs which are engaged in the supervision of social workers or the practice of social work on an institution wide basis and are appropriately classified within the Institution Social Services Director or Social and

Community Services Director classification, or coordinate a specialized treatment program or service and should be classified within a different classification (e.g., Corrections Program Supervisor, Treatment Coordinator).

3. Any DHS specific position not located at Central Wisconsin Center, Northern Wisconsin Center, Southern Wisconsin Center.
4. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
5. Positions engaged, for a majority of the time, in coordinating and providing technical supervision of the professional practice of nursing and other treatment services on a unit at an institution, and are more appropriately classified as Nursing Supervisor.
6. Positions engaged, for a majority of the time, in the coordination and providing technical supervision of the professional practice of psychology and other treatment services on a unit at an institution, and are more appropriately classified as Psychologist Supervisor.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

E. Definition of Terms Used in this Classification

Administrative Supervision: Supervisory authority which is limited to the administrative aspects of the employee's activities, typically including such functions as communicating general agency policy, enforcing work rules, providing supplies or administrative services, responding to grievances, and leave accounting. The administrative supervisor would not plan and assign work, set objectives and priorities, provide technical assistance, nor review the work products. Thus, a position does not share accountability for the work products with an administrative supervisor. (The definition of administrative supervision contrasts with that of a professional supervisor who would be expected to provide technical supervision to subordinate staff).

Persons: inclusive of residents, patients, incarcerated people, offenders, inmates, individuals/people/persons in our care, or any other term used in state statute, administrative code, or by the respective agency to describe individuals in residence, including those who are criminally or civilly confined, at the respective state facility or institution.

II. DEFINITION

RESIDENT CARE UNIT SUPERVISOR

These supervisory positions provide overall supervision of staff on a distinct unit, or units, and primarily supervise Resident Care Supervisors and recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees. Positions coordinate and supervise unit activities and staff to provide quality programming, quality assurance and active treatment of persons; assure compliance of areas of responsibility with standards and regulations of state and federal regulatory bodies as well as departmental policies; and, are responsible for the treatment, safety, and general living conditions of all persons assigned to the unit(s) to include all activities within the

unit(s), such as development, implementation, and monitoring of overall center goals, policies and procedures as part of the center management team. Positions are responsible for the management of resources, including staff and budget, to accomplish unit objectives.

While positions may exercise administrative supervision of assigned professional staff, they are not responsible any technical oversight but may provide feedback to the technical (professional) supervisors of employees in disciplines where technical supervision must be exercised by an individual who possesses the same base knowledge (e.g., Nursing Supervisor of Nurse Clinicians); any such supervision shall be less than a majority of assigned duties to be properly classified within this classification.

Representative Positions:

Central Wisconsin Center: Reports to the Deputy Institution Superintendent and is responsible for overseeing and managing the assigned residential living units including management of the living unit functions and staff, and preparation and administration of unit budget expenditures, optimal use of staff resources, and ensuring treatment is offered in accordance with federal requirements.

Southern Wisconsin Center: Reports to the Deputy Institution Superintendent and is responsible for the supervision of facilities, personnel, and the administration of appropriate active treatment care, habilitative and rehabilitative services for individuals with intellectual or other developmental disabilities. This position oversees paraprofessional and non-professional personnel and oversees subordinate sub-unit supervisors.

III. QUALIFICATIONS

The specific 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(s) 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 22, 2023, and announced in Bulletin DPM-0612-CC/SC to describe positions formerly classified within the Institution Unit Supervisor classification that do not meet the updated definition and requirements of that classification specification.