

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ASSISTANT INSTITUTION SUPERINTENDENT

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 Health Services which function as assistant institution superintendents and oversee a subcomponent of the institution's programs and functions. 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 Health Services which function as assistant institution superintendents. Positions in this classification are restricted to Winnebago Mental Health and Mendota Mental Health institutions and there shall be no more than two positions in this series at each institution. Positions allocated to this classification administer all or some of the programs at an institution and meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats. 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 Health Services or positions which do not function as assistant institution superintendents for a majority of the time;

2. Positions which do not meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment relations Commission;
 3. Any position, if the institution has a position classified as a Deputy Institution Superintendent;
 4. More than two positions at Winnebago Mental Health Institute **or** Winnebago Mental Health Institute; or
 3. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance This Classification
- Employees enter positions in this classification by competition.

II. DEFINITION

ASSISTANT INSTITUTION SUPERINTENDENT

Positions allocated to this classification function as an Assistant Institution Superintendent at the Winnebago Mental Health or Mendota Mental Health Institutes; each facility shall allocate no more than two positions in this classification. Positions in this classification assist the Institution Superintendent with the administration and ongoing daily activities of the institution and are responsible for their own subset of the institution's programs. Under the general direction of the Institution Superintendent these positions assist in the development, implementation, evaluation, modification and direction of programs consistent with the facility's mission, Wisconsin Statutes, administrative law, department policy and procedures, and professional standards of care. Positions in this classification may be assigned as acting Superintendent on an as-needed basis.

Representative Positions:

Assistant Institution Superintendent, Mendota Mental Health Institute: Position carries out implementation and administration of clinical and administrative services for Mendota Mental Health Institute and is responsible for select accreditation areas, and the management and oversight of day-to-day operations within the departments of Nursing, Forensic/Civil Program, Admissions, Medical Records, Education Resources, Policy and Standards, Infection Prevention, Security, and Facility Services.

Assistant Institution Superintendent, Winnebago Mental Health Institute: Position carries out implementation and administration of clinical and administrative services for Winnebago Mental Health Institute. Position is responsible for select accreditation areas, and the management and oversight of day-to-day operations within the departments of Quality and Standards, Management Services, and Staff Development and Education. This position also provides direct supervision and oversight of the Institution Treatment Director managing the provision of clinical programming for Civil and Forensic Services in Gordon and Petersik Halls, Alcohol and other Drug Abuse Treatment Programs, Health Information Management, and Client Rights.

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

The Assistant Institution Superintendent classification was created effective July 3, 2022, and announced in bulletin DPM-0577-CC/SC, to allow for two assistant directors at Winnebago and Mendota Mental Health Institutes to account for the unique size and complexity of programs, and staffing levels; language was included in the exclusion section of this classification to clarify that if one of the institutions utilizes the Deputy Institution Superintendent classification, then they cannot use this classification.

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