

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
INMATE APPEAL EXAMINER**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future administrative positions located within the classified service. Positions allocated to this series investigate appeals of inmate complaint determinations which have been made by or on behalf of a warden in a correctional institution relative to institution rules, policies, practices, and individual staff actions. 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 definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

This classification encompasses administrative staff positions, which review appeals of administrative and/or corrective determinations made by wardens of the institutions and filed by inmates housed in the correctional system relative to the conditions imposed on the appellant inmate. Positions allocated to this classification meet the statutory definition of confidential as defined in Wis. Stats. 111.81 (7) through the privilege of access to matters affecting the employer-employee relationship as adjunct to the primary purpose of the position, which is to investigate inmate complaint appeals, make recommendations to the Secretary regarding the disposition of the complaint and initiate necessary action to implement the decision. The positions are located within the Department of Corrections.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which do not meet the statutory definition of confidential as defined in Wis. Stats. 111.81(7) as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions which are not located within the Department of Corrections.
4. Positions which, for a majority of time, perform investigative activities related to criminal acts in support of law enforcement agencies and are more appropriately classified as Regulation Compliance Investigator or Public Defender Investigator.
5. Positions which, for a majority of time, perform investigation of complaints from residents and/or staff in non-correctional facilities and are more appropriately classified as Client Rights Specialist or Client Rights Facilitator.
6. Positions which, for a majority of time, perform investigations of inmate complaints within a correctional institution and are more appropriately classified as Institution Complaint Examiner.
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 competitive examination.

## II. DEFINITIONS

### INMATE APPEAL EXAMINER

Positions in this classification report to the Secretary's Office in the Department of Corrections and perform investigations of appeals filed by inmates of correctional facilities relative to determinations made by or on behalf of the warden with regard to institution rules, policies, practices, and individual staff actions in an effort to ensure consistent interpretation and application of Department of Corrections' institutional policies and procedures across institutional boundaries. Positions prepare and file written findings, proposed recommendations and dispositions and draft recommendations to the Secretary of the Department of Corrections or the Department of Health and Family Services, as appropriate, for review and final decision on recommended courses of action. Positions review and interpret administrative codes related to adult correctional institutions, and state and federal case law related to prisons and prison issues, and Wisconsin statutes related to state prisons, prisoners, and sentencing in monitoring the Inmate Complaint Review System. These positions also propose the development of or changes to appropriate policies, procedures, rules and codes to alleviate problems identified through the Inmate Complaint Review System and testify in state and federal court hearings as expert witnesses to explain the policies, procedures, rules and codes of individual institutions, the Department of Corrections or the Department of Health and Family Services regarding the Wisconsin Resource Center, as requested.

#### **Representative Position:**

Department of Corrections, Office of the Secretary: Under the general supervision of the Office of the Secretary, perform investigations of inmate complaints appealed to the Secretary; act as the liaison between inmates, staff members and administrators of the correctional institutions in resolving

complaints. Identify trends in complaints and problems areas and bring them to the attention of the Executive Assistant, Department of Corrections.

### **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 created effective August 12, 2001, and announced in Bulletin CLR/SC-132 to describe positions with responsibility for inmate appeals from the institution complaint review system.

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