

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SUPERVISING YOUTH COUNSELOR
CLASSIFICATION SERIES

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 Supervising Youth Counselors in the Department of Corrections. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions with supervisory responsibilities in the Department of Corrections, Division of Juvenile Corrections (DJC) which, for a majority of the time, supervise Youth Counselor positions, and are responsible for security, discipline, custody, control and rehabilitation of offenders at a juvenile institution. Positions must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Positions that perform professional duties as defined in s. 111.81(15), Wis. Stats., for the majority of the time (more than 50%);
3. Positions that perform work within in the Department of Corrections, Division of Adult Institutions, which supervise staff that oversee adult inmates and are appropriately classified as Supervising Officer 1 or Supervising Officer 2;
4. Positions that do not supervise Youth Counselor or Youth Counselor Advanced positions; and

5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Series

Positions enter each level of this classification through competition.

II. DEFINITIONS

SUPERVISING YOUTH COUNSELOR 1

This is responsible supervisory work as the supervisor of a shift for a specific housing unit, within a juvenile correctional institution. Employees in this classification are responsible for the supervision of Youth Counselor and Youth Counselor – Advanced positions providing security, discipline, custody, control and rehabilitation of youth at a juvenile school within the assigned housing unit. Work is performed in accordance with established rules, regulations and policies under the general supervision of the Corrections Security Director.

Examples of Work Performed:

- Supervise operations in assigned responsibility area, recommend operational procedures and submit reports to the Corrections Security Director.
- Become directly involved in quelling disturbances, crisis intervention, transporting, transferring and placing youth in restrictive housing unit, and handling emergency situations such as escapes and injuries.
- Provide appropriate information to the public, including youth's visitors, on youth rules and regulations. Answer requests from law enforcement agencies regarding information on youth.
- Supervise, instruct, advise, counsel and assign posts to Youth Counselors.
- Assist in carrying out delivery of treatment, safety, security, living unit schedules, daily activities and training services to youth; implement, coordinate and follow-up on delivery of these services to youth.
- Assist youth and/or solve youth problems that subordinate staff can't resolve (e.g. property and clothing issues, emergency phone calls).
- Observe youth behavior and activities; counsel youth regarding behavior and/or personal problems. Supervise, discipline youth.

SUPERVISING YOUTH COUNSELOR 2

This is responsible supervisory work as the supervisor on all shifts within a juvenile correctional institution, with responsibility crossing across multiple housing units. Employees in this class are responsible for the supervision of Youth Counselor and Youth Counselor Advanced, and may direct Supervising Youth Counselor 1 in the implementation of individual treatment programming for youth in the institution and the maintenance of security for youth, staff and the public within the juvenile institution. Work is performed in accordance with established rules, regulations and policies under the general supervision.

Examples of Work Performed:

- Supervise and train Youth Counselors and direct Supervising Youth Counselor 1, if necessary for daily operations.
- Act as chief security officer of the institution during evening and weekend hours, and in absence of the Corrections Security Director.
- Review all assigned work posts to ensure they are properly staffed.
- Direct the application and removal of mechanical restraints and any other necessary control measures.
- Responsible for use of chemical agents when authorized by the Institution Superintendent.

- Verify counts of all youth in the institution.
- Conduct and direct periodic cottage, vehicle and institution shakedowns and inspections for contraband, assuring safety, security and sanitation.
- Responsible for all fire and tornado drills and other emergency procedures.
- Conduct urine analysis testing and drug testing randomly and for cause.
- Interpret department, division and institution policies, procedures and rehabilitation goals to youth.
- Provide individual counseling to staff in performance expectations.

III. QUALIFICATIONS

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created April 8, 1990 in bulletin CC-234. This classification was modified effective May 14, 2017, in bulletin DPM-0442-CC/SC to add a lower level supervisory level, update the definition language, add introductory language, and retitle the original level of the classification from Supervising Youth Counselor to Supervising Youth Counselor 2.

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