

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS ADMINISTRATIVE SPECIALIST

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 professional positions which are located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resources Center, which function as Corrections Administrative Specialists. This classification specification is not intended to identify every duty which may be assigned to positions 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 classification 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; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses positions located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resource Center, which provide administrative support to central office or institution staff or programs. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the statutory definitions of confidential, supervisor, or management, as defined in s. 111.81(7), (19), and (13), as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which are not located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resource Center.

4. Positions which are responsible for providing a variety of clerical and paraprofessional program support activities for supervisory, professional, or administrative staff for a majority of the time, and are more appropriately classified as Program Assistant.
5. 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

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Positions allocated to this classification level work under general supervision and are as follows: (1) the position responsible for the administration of the offender transfer and movement program for the Department; (2) the position which coordinates and monitors the environmental health and safety program for the Bureau of Correctional Enterprises; and (3) positions which spend the majority of time on duties which are of similar scope, impact and complexity as the representative positions identified at this level.

Representative Positions:

Bureau of Offender Classification and Movement: Under the supervision of the Director, this position administers and manages the offender transfer and movement program which controls the allocation of available bed space for adult offenders in all local county jails under contract with the Department; all maximum, medium or minimum institutions; and all correctional centers. Major responsibilities include: develop policies and procedures for the program and assure adherence with these policies and procedures; review pending transfer lists of offenders from local program review and classification decisions; determine if adequate space is available to meet identified needs; alter local decisions for assignment to a site with available bed space; maintain population counts of all facilities and identify availability of beds by security level and any special designation; arrange transfers to fill vacant beds or to vacate beds where counts are exceeded by arranging transfers of offenders; maintain information on offender transfer program; and provide liaison with the Bureau of Technology Management on the technology needs of the offender transfer program and with other staff as necessary.

Bureau of Correctional Enterprises: Under the supervision of the Supervisor of Internal Operations, this position coordinates and monitors the Bureau's environmental health and safety program. This program includes Badger State Industries, Correctional Farms and the Bureau's Administrative Office. This position serves as a resource to Bureau managers, and a liaison to the Department's Risk Management Section; and monitors regulatory compliance in the areas of hazardous materials, employee health and safety, fire, staff and inmate training, accident and reporting investigations. This position also develops policies and procedures related to health, safety, commission sales and the new customer bonus program; provides administrative support to Bureau recycling programs through the direction of a Program Assistant; and reviews and prepares various reports.

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 as a result of the Professional Program Support Survey effective August 3, 1997, and announced in Bulletin CC/SC-68. The positions were formerly classified within the Administrative Assistant or Administrative Assistant-Confidential classification series. The specification was modified to create the highest level to recognize a position in the Division of Juvenile Corrections which did not exist at the time the class was originally created. The specification modification was effective June 7, 1998, and was announced in CC/SC-87. The specification was again modified, effective September 13, 1998, in order to eliminate the 3 level as the Department of Corrections determined this level would not be utilized. Abolishment of the 3 level was announced in Bulletin CC/SC-91. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove reference to confidential positions (see the Corrections Administrative Specialist-Confidential classification specification, also created effective May 20, 2001).

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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