

Effective Date: March 2, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EMPLOYMENT COORDINATOR SUPERVISOR

I. INTRODUCTION

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 a position located in the Department of Corrections Division of Community Corrections. The position is responsible for the supervision of positions involved with the design, implementation and evaluation of employment programs for adult offenders on probation or parole. 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.

II. DEFINITION

EMPLOYMENT COORDINATOR SUPERVISOR

This is supervisory work, as defined in Wis. Stats. 111.81(19), related to the provision of administrative and professional direction of employment programs for adult offenders on probation or parole. Included in employment programs are: subsidized employment programs, work experience, contracts, grants and purchase of service agreements through the Job Training and Partnership Act, the Wisconsin Conservation Corps, Older Americans Act, and projects and programs through state agencies, local governments and private, non-profit organizations. This position supervises the Employment Program Coordinator - Objective positions. The work is performed under the general supervision of a higher level program manager.

III. QUALIFICATIONS

The qualifications required for this position 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 March 2, 1997 as a result of the Professional Program Support Personnel Management Survey, to identify the position which supervises positions involved in the development of employment opportunities for adult offenders on probation and parole. The position in this class was formerly classified as an Administrative Assistant Supervisor. Announcement of the creation of this new classification appeared in Bulletin CC/SC-63.

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