

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

STAFF DEVELOPMENT PROGRAM DIRECTOR

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 confidential professional positions located within the Department of Corrections. Positions allocated to this classification plan, administer and evaluate staff development and training needs for professional employees in the Department or oversee the administration of the correctional officer pre-service training program as well as the basic training program for institution aides. 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 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 confidential professional positions located within the Department of Corrections (DOC). Positions allocated to this classification are organizationally located in the Bureau of Personnel and Human Resources and are responsible for developing, administering, and evaluating either a variety of statewide professional staff development and training programs for social workers, probation and parole agents, teachers, psychologists and client service assistants or the correctional officer pre-service training program and the basic training program for institution aides employed by the Division of Care and Treatment Facilities (DCTF) within the Department of Health and Family Services (DHFS). Positions must meet the definition of confidential in s. 111.81(7), Wis. Stats., to be classified within this classification. Positions may supervise other staff and meet the definition of supervisor in s. 111.81(19), Wis. Stats., although it is not required in order to be classified in this series.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of confidential in s. 111.81(7), Wis. Stats.

2. Positions which, for the majority of the time, are engaged in developing, conducting, and implementing supervisory and advanced technical training programs for professional and paraprofessional staff and are more appropriately classified as Training Officers.
3. Positions which, for the majority of the time, are engaged in conducting, coordinating, developing and evaluating specialized training programs for DOC and DHFS security and non-security personnel and are more appropriately classified as Staff Development Specialists.
4. 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. DEFINITION

STAFF DEVELOPMENT PROGRAM DIRECTOR

Positions in this classification develop, administer and evaluate a variety of statewide professional staff development and training programs for employees in the Department of Corrections or oversee the development, implementation, administration and evaluation of training programs and methods for the correctional officer pre-service training program and the basic training program for institution aides employed at DCTF. Positions insure that programs adhere to Department policies and procedures and that the overall training needs of staff within the Department are consistently met. Positions in this classification exercise a great deal of latitude in judgment and decision-making based on the high level of knowledge and the skills required to perform assigned duties and responsibilities. Positions serve as the primary resource person within the assigned program areas.

Representative Positions:

Agent Basic Training Program Coordinator: Under the general supervision of the Director of Training and Staff Development, develops, implements, administers, and evaluates the Agent Basic Training (ABT) program for the Department; supervises and directs trainees during program placement; coordinates the on-the-job training component of ABT, including making contacts with field units and conducting trainee performance evaluations; chairs the ABT steering committee which reviews and evaluates training needs; directs trainers/staff engaged in planning and developing training modules and program activities; coordinates the ABT mentor program; performs public relations duties in the area of probation and parole agent recruitment; and provides assistance and advice to the Director on management of the ABT Program.

Professional Training Manager: Under the general supervision of the Director of Training and Staff Development, develops, implements and evaluates professional training programs and standards for social workers, probation and parole agents, teachers, psychologists, and client service assistants in the Department; chairs advisory committees to establish specific training and staff development requirements, including guidelines for training necessary for reclassification; coordinates training program for new probation and parole field supervisors; coordinates continuing education for DOC clinicians; evaluates social workers and probation and parole agent reclassification requests; evaluates training and staff development efforts in areas

of responsibility; maintains liaison with universities, colleges, and technical institutes, aiding them in curriculum design to meet Department requirements; and provides assistance to the Director in the administration of overall staff development and training programs.

Correctional Officer Pre-service Training Manager: Under the general supervision of the Director of Training and Staff Development, this position oversees the development, implementation, administration and evaluation of training programs and methods for the correctional officer pre-service training program and the basic training program for institution aides employed at the DHFS; prepares and manages a large pre-service training budget; supervises Staff Development Specialists; provides assistance to the Director of Training and Staff Development in the internal management of the Corrections Training Center (CTC); evaluates the effectiveness of assigned training programs and keeps management informed of the progress and status of these activities; evaluates pre-service participants' performance during the training period and recommends graduation, pre-service review option or termination; delivers speeches and presentations regarding the CTC to the public, technical, higher education and other state agencies.

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 to accommodate implementation of the expansion of the broad band pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. This classification is a merger of the former Staff Development Supervisor and Staff Development Program Manager classifications which were originally created effective June 27, 1993 and announced in Bulletin CC/SC-1 to create Department of Corrections-specific nonrepresented classifications excluded from representation by the Fiscal and Staff Service Bargaining Unit. These two classifications were abolished effective March 12, 2000 and announced in Bulletin CLR/SC-109.

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