

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONAL SERVICES TREATMENT DIRECTOR

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 management positions located within the Department of Corrections, which function as the Correctional Services Treatment Director located in the Central Office. 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; licensure or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional positions located within the Department of Corrections, Office of the Secretary (OS) which function as Correctional Services Treatment Director. Positions allocated to this classification provide statewide oversight and direction for all offender programming, in the re-entry services program throughout the Department of Corrections, and meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats. Positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and project management of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Corrections or positions which do not function as Correctional Services Treatment Directors.
2. Positions which do not meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

CORRECTIONAL SERVICES TREATMENT DIRECTOR

Positions allocated to this classification serve as the Central Office Treatment Director responsible for providing statewide leadership and direction for all offender programming, in the re-entry program; including policy and standards development, program development, direction, implementation, monitoring and evaluation; make recommendations to the Office of the Secretary for creating or discontinuing treatment programs; work with designated staff and liaisons from each DOC division and other non-profit, local, state and federal agencies regarding programming.

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 modified effective August 6, 2006 and announced in Bulletin OSER-0129-MRS/SC to include the Central Office. The classification was modified effective January 15, 2012 and announced in bulletin OSER-0296-MRS/SC to remove the supervisory requirement and move the position into the Office of the Secretary.

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