

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

INSTITUTION UNIT SUPERVISOR

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 professional supervisory positions located within the Department of Health and Family Services which supervise the operation of a treatment or rehabilitation unit within an institution in the Division of Care and Treatment Facilities and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. 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 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 necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Health and Family Services in facilities organized under the unit management concept, responsible for the supervision of distinct segments (i.e. treatment units) in a facility for the developmentally disabled, a mental health institute, or the Wisconsin Resource Center. Positions provide supervision, coordination, and monitoring of treatment or rehabilitation programs through program development and supervision of a variety of direct services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions engaged, for a majority of the time, in coordinating and providing technical supervision of the professional practice of nursing and other treatment services on a unit at an institution, and are more appropriately classified as Nursing Supervisor.

3. Positions engaged, for a majority of the time, in the coordination and providing technical supervision of the professional practice of psychology and other treatment services on a unit at an institution, and are more appropriately classified as Psychologist Supervisor Doctorate.
4. Positions which, for a majority of the time, supervise institutionwide social services programs and are more appropriately classified as Institution Social Services Director.
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. DEFINITION

### INSTITUTION UNIT SUPERVISOR

These professional supervisory positions provide overall supervision of multi-disciplinary staff on distinct direct service treatment or rehabilitation unit(s) within a facility of the Department of Health and Family Services operated under the unit management organizational structure. Positions are responsible for the programmatic and administrative supervision of assigned staff and may provide feedback to the technical supervisors of employees in disciplines where technical supervision must be exercised by an individual who possesses the same base knowledge (i.e. Nursing Supervisor of Nurse Clinicians). Positions coordinate and supervise unit activities and staff to provide quality resident programming, quality assurance and active treatment, and assure compliance of areas of responsibility with standards and regulations of state and federal regulatory bodies as well as departmental policies. Positions are responsible for the management of resources, including staff and budget, to accomplish unit objectives. Positions are responsible for the treatment, security, and general living conditions of residents assigned to the unit(s); all activities within the unit(s) including development, implementation, and monitoring of overall institution goals, policies and procedures as part of the institution management team; administrative and programmatic supervision of the full spectrum of multi-disciplinary professional staff (i.e. Social Worker, Psychologist, Nurse Clinician, Therapist, Occupational Therapist, Physical Therapist, Speech Language Pathologist, or Audiologist,) as well as related security and/or personal care staff (i.e. Resident Care Technician, Psychiatric Care Technician) in the implementation of active treatment activities, plans, and goals. Positions may also supervise subordinate supervisory positions such as Resident Care Supervisor or Psychiatric Care Supervisor. Positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

#### Representative Positions:

Wisconsin Resource Center: Reports to the Institution Treatment Director and supervises multi-disciplinary staff providing a variety of treatment modalities in the Social Skills Unit comprised of Units 6 & 8.

Central Wisconsin Center: Reports to the Institution Treatment Director and coordinates and supervises resident programs and care in accordance with applicable standards, manages resources to accomplish objectives of the resident living units in Buildings 1, 2, 4 and 6. Performs administrative charge duties for all units of the institution on weekends and holidays.

Mendota Mental Health Institute: Reports to the Forensic Program Director and supervises the Forensic Rehabilitation Services Unit, coordinating and administering a multi-disciplinary team of health care professionals in the provision of direct services to clients residing on the unit.

### **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 effective March 12, 2000 and announced in Bulletin CLR/SC-109 as part of Phase Two of broadbanding non-represented positions to describe positions which provide supervision, coordination, and monitoring of treatment or rehabilitation programs through program development and supervision of a variety of direct service. These positions were previously classified as Institution Unit Supervisor 1 and 2 created effective August 7, 1994.

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