

**Effective Date: August 7, 1994**  
**Revised Effective: August 2, 1998**  
**Modified Effective: February 14, 1999**  
**Modified Effective: Feb 3, 2008**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EXPERIENTIAL RECREATION SUPERVISOR**

**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 supervisory positions located within the Department of Corrections, Division of Juvenile Corrections. Positions allocated to this classification act as the first-line supervisor of Experiential Recreation Specialist positions in the daily operations of an experiential recreation/education program. 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 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

The position in this classification is a supervisory position located within the Department of Corrections, Division of Juvenile Corrections. This position is responsible for the day-to-day supervision of Experiential Recreation Specialists and Youth Counselors in the provision of services to delinquent youth. Position responsibilities include, but are not limited to: the development of operational plans; management of operations (e.g., food service, housekeeping, laundry, clothing distribution); assistance in determining youth compatibility to the program; and orientation of new offenders to the rules, procedures and goals of the program. The position performs on-call duty during weekends, holidays and during non-business hours as necessary.

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 Wis. Stats. 111.81(19) and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which supervise Cadre staff that is primarily responsible for the day-to-day residential aspects of the academy program located within the Department of Military

Affairs, Wisconsin National Guard Challenge Academy, and are more appropriately classified as Cadet Specialist Supervisor.

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

D. Entrance and Progression Through This Classification

Employees enter this position by competition.

## II. DEFINITION

### EXPERIENTIAL RECREATION SUPERVISOR

The position in this classification is a supervisory position located within the Department of Corrections, Division of Juvenile Corrections. This position is responsible for the day-to-day supervision of Experiential Recreation Specialists and Youth Counselors in the provision of services to delinquent youth. Position responsibilities include, but are not limited to: the development of operational plans; management of food service, housekeeping, laundry, clothing distribution; provision of assistance in determining youth compatibility to the program; and orientation to the rules, procedures and goals of the program. The position may perform on-call duty during weekends, holidays and during non-business hours as necessary.

#### Representative Position:

SPRITE Program – Under general supervision, this position is responsible for developing operational plans and policies for the SPRITE (Support-Perseverance-Respect-Initiative-Teamwork-Education) Program, an adventure based pre-release program for delinquent youth under correctional supervision of the department and some delinquent youth from county juvenile courts that are not under department custody. The position supervises and trains program staff, monitors program safety and treatment of participants, and assists in the selection of SPRITE participants. This position administers contracts with non-profit organizations for their use of SPRITE program facilities.

## 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 August 7, 1994 as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. This classification was modified effective August 2, 1998 to include positions in addition to SPRITE and announced in Bulletin CC/SC-90. This classification was also modified effective February 14, 1999 and announced in Bulletin CLR\SC-96 to include positions at the Department of Military Affairs, Wisconsin National Guard Challenge Academy. This classification was modified effective February 3, 2008 and announced in

Bulletin OSER-0181-MRS/SC to reflect the reallocation of the Department of Military Affairs' Experiential Recreation Supervisor position to Cadet Specialist Supervisor.

TB  
ILW\KAS  
53480