

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS SECURITY 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 professional management positions located within the Department of Corrections which function as Corrections Security Directors. 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 management positions located within the Department of Corrections which function as Corrections Security Directors in adult correctional institutions, the juvenile school or the Central Office position in the Division of Adult Institutions. (DAI) Positions allocated to this classification administer and a security program and meet the statutory definition of management in s. 111.81(13), Wis. Stats. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and may supervise staff within the respective program area; however supervisory duties are not required in order for a position to be correctly classified in this title.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management in s. 111.81(13), Wis. Stats.
2. Positions which, for a majority of the time (i.e., more than 50%), supervise treatment staff assigned to specific units/sections within a correctional facility and are more appropriately classified as Corrections Unit Supervisor.

3. Positions which, for a majority of the time (i.e., more than 50%), supervise institution-wide treatment-related programs (e.g. admissions, chaplain services) and are more appropriately classified as Corrections Program Supervisor.
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 competition.

II. DEFINITIONS

CORRECTIONS SECURITY DIRECTOR

Positions allocated to this classification function as a Corrections Security Director at an adult, correctional institution, the juvenile school or in Central Office. These positions are responsible for developing and administering the security program for their assigned area, an institution, school or statewide operations. The areas of responsibility within the security program include, but are not limited to: security of the institution, communications, operations, first response services, emergency response unit, transportation unit and all support services which interconnect the various sections of the institution, technical assistance and consultation to Corrections Security Directors, compliance monitoring programs for all DAI institutions and leading work groups on security issues. They also plan security program changes; recommend security policy to the Warden/Superintendent/Corrections Security Chief; may supervise and direct the assignments of subordinate staff; and administer the institution disciplinary system. These positions may develop and update manuals and procedures; develop, implement and manage specialized support programs including pastoral services, information processing center and volunteer programs; and ensure compliance with institution, school and departmental work rules.

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 series was created to accommodate implementation of the expansion of the broad band pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-104. This classification was created from merging the Juvenile Security Director 2 and Institution Security Director 1-2 to create this one-level Corrections Security Director classification. This classification was modified effective July 14, 2013 and announced in Bulletin OSER-0333-MRS/SC to add a non-supervisory position located in Central Office in the Division of Adult Institutions.

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