

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INDUSTRIES SPECIALIST 1, 2, 3

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 positions which perform work related to the training and direction of offenders in industry programs within the Department of Corrections.

B. Inclusions

This classification specification encompasses positions located within the Department of Corrections, Division of Adult Institutions, which devote a majority of time to training and directing the work of offenders in an industry program designed to provide work experience, job training, vocational skills and/or good work habits for the offenders as well as to produce goods or services for use and/or sale.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Corrections or positions which do not train and direct the work of offenders.
3. Positions which spend a majority of the time maintaining order and security of offenders and are more appropriately classified as Officers.
4. Positions which spend a majority of the time operating and maintaining equipment rather than training and directing the work of offenders.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through this Series

Employees enter positions within this classification series by competitive examination.

II. DEFINITIONS

INDUSTRIES SPECIALIST CLASSIFICATION SERIES

Positions allocated to this classification series are responsible for the on-site training and direction of skilled, semi-skilled and/or unskilled offenders in the performance of activities of an industry program. These positions devote a majority of time to training and directing the work of offenders in an industry program. Positions perform the following activities: instruct offenders in the proper use and care of hand and power tools and equipment; plan and schedule work; maintain order and standards of order and cleanliness; train and evaluate offender employees in the performance of job assignments; maintain operating standards of quality and quantity production; maintain records of production and inventory; and implement health and safety policies. Work is performed under general supervision.

INDUSTRIES SPECIALIST 1

Positions at this level are responsible for training and directing the work of offenders in an industry program in which the majority of work involves the production of singular products and the use of repetitive production methods. The current industry programs producing singular products and using repetitive production methods include: data entry, laundry, mattress/textile, metal stamping, minor repair/installation of furniture, signs/screen printing, systems furniture installation, trucking/distribution, upholstery and yard/recreation fabrication.

Representative Positions :

Industries Distribution Center: Reports to an Industries Supervisor. Transport industry raw materials and finished goods throughout the state, utilizing a variety of vehicles; direct the loading and unloading of vehicles; direct, train and evaluate offender employees in distribution, manufacturing, installation and repair of goods; perform and/or arrange for the proper maintenance of equipment and vehicles; and maintain vehicle, production, inventory and safety reports.

Upholstery Shop: Reports to an Industries Supervisor. Direct offender employees in the production of upholstered furniture, including laying out instructions for specific production needs; teach principles of upholstery and train offender employees in the performance of specific activities; and transport materials and products throughout the state.

Mattress and Textile Production: Reports to an Industries Supervisor. Direct an industrial mattress/textile program producing such products as foam and innerspring mattresses, clothing, bed linens, laundry bags and shower curtains; maintain production and inventory control systems to meet scheduled completion dates; and recommend the design and development of new products.

INDUSTRIES SPECIALIST 2

Positions at this level are responsible for training and directing the work of offenders in an industry program in which the majority of work involves the production of multiple products and the use of non-repetitive production methods. The current industry programs producing multiple products and using non-repetitive production methods include: metal furniture, printing and wood/laminated furniture. Also allocated to this level are positions responsible for performing leadworker duties for Industries Specialist 1 positions in an industry program where there is no on-site supervisor available.

Representative Positions :

Metal Furniture: Reports to an Industries Supervisor. Direct offender employes in the fabrication and line production of metal furniture; instruct offender employes in fabrication, painting, finishing, assembly, packaging and shipping techniques of metal furniture products and assembly of various electrical components for modular office furniture; and design and produce prototypes for possible incorporation into metal furniture production line.

Printing Shop: Reports to an Industries Supervisor. Direct offender employes in the production of printed products, including pre-press, camera, press (letterpress, offset and electronic), bindery and shipping areas; train and evaluate offender employes in methods of layout, preparation, printing and packaging of printed products; instruct employes in printing, graphics and phototypesetting techniques; and perform routine maintenance and adjustment of equipment.

INDUSTRIES SPECIALIST 3

Positions at this level are responsible for independently directing the work of offenders on the second or third shift for an industry program in which the majority of the work involves the production of multiple products and the use of non-repetitive production methods and an Industries Supervisor is not present on the shift. The current industry programs producing multiple products and using non-repetitive production methods include: metal furniture, printing and wood/laminated furniture. These positions perform all necessary functions to operate the industry program on the shift.

Representative Position:

Printing Shop: Independently direct offender employes in the production of printed products on the second shift, including pre-press, camera, press (letterpress, offset and electronic), bindery and shipping areas; train and evaluate offender employes in methods of layout, preparation, printing and packaging of printed products; instruct employes in printing, graphics and phototypesetting techniques; perform routine maintenance and adjustment of equipment; and back up the supervisor in purchasing, receiving and customer service as needed.

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.

SPECIAL NOTE: Some positions may require the possession of a Commercial Driver's License.

IV. ADMINISTRATIVE INFORMATION

The former classification of Industries Specialist was effective in May of 1984. It was abolished and this classification specification was created effective July 21, 1996 by collapsing the old four levels of Industries Specialist to three levels. The survey was conducted by the Department of Corrections and was published in DER Bulletin CC/SC-54.

