

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
INDUSTRIES SUPERINTENDENT

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 responsible for the management and supervision of multiple industry programs within the overall Prison Industries program in multiple locations in the Department of Corrections.

B. Inclusions

This classification specification encompasses positions located within the Department of Corrections, Division of Adult Institutions, responsible for the management and supervision of multiple industry programs employing offenders and 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. These positions plan, organize and direct the production and operation of multiple industry shops.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Corrections or positions which do not supervise sales staff and Industries Supervisors for a majority of the time.
3. Positions which, for a majority of the time, do not have responsibility for the management and supervision of multiple industry programs involving the training and direction of offenders in the production of goods or services for use and/or sale at multiple locations.
4. Positions which are responsible for the supervision of a specific industry program for a majority of the time and which are more appropriately classified as an Industries Supervisor.
5. 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. DEFINITIONS

INDUSTRIES SUPERINTENDENT

Positions allocated to this classification are responsible for the management and supervision of multiple industry programs within the overall Prison Industries program. The industry programs for which the position is responsible are related industry programs organized into and designated as a company. Each industry program employs offenders to produce goods or services for use and/or sale and utilizes Industry Specialist positions to provide immediate direction to the offender employees. Industries Superintendent positions plan, organize and direct the production and administration of industry shops; direct business planning and decision making with the executive management team of the Bureau of Correctional Enterprises; and supervise sales staff. and subordinate Industries Supervisor positions responsible for a specific industry Work is performed under general supervision.

Representative Position:

Textile/Screen Print Company: Under the direction of the Prison Industries Director, manage and supervise the activities of the Green Bay and Kettle Moraine Correctional Institutions textile industry programs, the Taycheedah Correctional Institution screen print industry program and supervise Bureau of Correctional Enterprises sales and marketing staff.. This position is responsible for the planning and business development of sales, production, engineering, personnel, purchasing and budget processes of all assigned industry programs; development of new production units within the company; and participation as a member of the executive management team. of the Bureau of Correctional Enterprises.

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

The former classification of Industries Superintendent was effective in May of 1984. It was abolished and this classification specification was created effective July 21, 1996 by collapsing the old two levels of Industries Superintendent to one level. The survey was conducted by the Department of Corrections and was published in DER Bulletin CC/SC-54. This classification was updated December 9, 2007 in Bulletin OSER-0174-MRS/SC to reflect the current assignment of duties to this classification.

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