

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
JUSTICE RECORDS SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a supervisory position located at the Department of Justice, Division of Law Enforcement Services, Crime Information Bureau, which functions as a Justice Record Supervisor. 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located at the Department of Justice, Crime Information Bureau, which are responsible for managing legislatively mandated programs related to criminal records (e.g., Record Check Unit, Handgun Hotline, etc.). The positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

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 which are not located in the Department of Justice, Crime Information Bureau.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### JUSTICE RECORDS SUPERVISOR

This is responsible work related to the overall management of legislatively mandated programs by accessing criminal records and the provision of first-line supervision for Criminal History Records Specialists within those program areas (e.g., Records Check Unit, Handgun Hotline, etc.). The positions allocated to this classification are responsible for evaluating, developing, promoting, and implementing more efficient methods of service for customers and potential customers; managing an accounts receivable and billing operation; developing new and more efficient access, delivery and payment methods; acting as a liaison with entities regarding statutorily mandated background checks; and interacting with a wide variety of public and private users. Work is performed under general supervision.

## 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 Justice Record Check Supervisor classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe a position which supervises the Record Check Unit of the Department of Justice's Crime Information Bureau. This classification replaces the Criminal History Records Supervisor 4 classification. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

The Justice Record Check Supervisor classification was abolished and recreated as the Justice Records Supervisor on September 12, 2010 and announced in Bulletin OSER-0272-CLR/SC to remove the restriction to utilize this classification for only positions within the Records Check Unit and allow use for other legislatively mandated criminal records programs.