

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**RECREATION LEADER
CLASSIFICATION SERIES**

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 paraprofessional recreation positions located within the classified service. Positions allocated to this classification oversee recreation and/or recreation related programs within state institutions. 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 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 necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located within the Department of Health Services and the Department of Corrections. Positions allocated to this classification oversee the day to day recreational activities of individuals and/or groups of institutional residents/inmates. Positions in this classification are responsible for recreational program implementation, policy and procedure input and development, and oversight of institution residents/inmates during the resident's/inmates' assigned activities in the recreational program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. s. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.

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

D. Entrance Into And Progression Through This Classification Series

Employees enter positions within this classification by competition. Movement to the Senior level is by reclassification.

II. DEFINITIONS

RECREATION LEADER

This is entry-level paraprofessional work related to the development and implementation of specific recreational activities designed to improve the social development and interaction or the constructive diversion of persons in correctional, and/or mental health facilities. Positions at this level perform work similar to that described at the senior level under close, progressing to general supervision.

RECREATION LEADER-SENIOR

This is paraprofessional work related to the development and implementation of specific recreational activities designed to improve the social development and interaction or the constructive diversion of persons in correctional, and/or mental health facilities. Positions in this classification report to an administrative supervisor, such as Education Director, or Corrections Program Supervisor etc., within an institution and are responsible for the development and implementation of specific recreational activities designed to implement program goals established by the institution. The work involves determining activities which will meet individual or group goals, developing new or accessing existing recreational activities as necessary, establishing and maintaining schedules for involvement of participants, and conducting or overseeing the activities. This work may involve monitoring of alternative activities such as field trips and other activities within the community and may include liaison activities with community agencies to schedule recreational events and activities. Recreational specializations include, but are not limited to: organized sports activities such as baseball, soccer, basketball, etc.; arts and crafts activities such as sewing, crocheting, knitting, ceramics, jewelry design and construction; small group activities such as board games; and/or individualized activities such as aerobic exercise, painting and drawing, etc. Positions may conduct recreation activities with assigned groups and cooperate with other staff members in conducting inter- and intra- institutional recreation activities designed to support the program goals established by the particular institution. The employees function under general supervision.

Representative Positions:

Department of Corrections: Responsible for scheduling, implementing, and monitoring recreational activities program(s). Positions develop programs for individuals and groups, organize and monitor on- and off-grounds recreational events and maintain appropriate records and reports. Positions may coordinate and implement a Community Service Program, initiate and maintain contacts with area businesses and community organizations to acquire materials which inmates use to conduct Community Service Program projects, such as construction of wooden bird houses and benches, stuffed teddy bears,

recycling of eye glasses for the Wisconsin Lions Club, and modification of Lands' End jackets for non-profit organizations. Positions may participate in developing and contributing to an inmate's evaluation and treatment plan in conjunction with the institution goals and the treatment plan.

Department of Health Services: Within the Division of Mental Health and Substance Abuse Services, Wisconsin Resource Center or Sand Ridge Secure Treatment Center, these positions develop and implement comprehensive leisure and recreational programs designed to support the program goals established by each institution. Recreation Leaders conduct leisure and recreational interest groups with patients in conjunction with staff in accordance with the institution's policies and procedures.

III. QUALIFICATIONS

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC, to establish the Entry and Senior levels, which were formerly designated as A/B, respectively. These positions were previously classified as Recreation Leader A, B, which was abolished on the same date.

This classification specification was modified effective October 4, 2015 and announced in Bulletin DPM-0411-CC/SC, to remove an exclusion to an abolished classification.

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