

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

THERAPIST SUPERVISOR

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 Therapist Supervisor positions and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. 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 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. Inclusion

Professional supervisory positions over Therapists and responsible for a major therapy program within an institution.

C. Exclusion

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 do not spend a majority of their time (more than 50%) in Therapist Supervisor related activities.
3. All other 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. DEFINITION

THERAPIST SUPERVISOR

Positions provide the day-to-day supervision of Therapists in a major therapy program within an institution. Positions in a non-integrated therapy program supervise a particular therapy discipline (e.g., recreational, music, or prevocational services) which encompass all patients within the institution who can benefit from the therapy. Positions in an integrated therapy program supervise a discipline or major clinical service, such as child and adolescent, adult-male, adult-female, or geriatrics, which encompass all therapy disciplines within the structural clinical breakdown. This breakdown within the institution is characterized by the age, sex, and illness of the patient. An integrated program may be either a major clinical service or a specific therapy discipline, as determined by the agency. Work is performed under general supervision. Positions are responsible for the total treatment program in their department or service, including both the clinical and administrative aspects of the program. Positions may also be involved in a comprehensive training program with a large scope and area of responsibility. Job duties include: supervising a major service or department in an integrated program or a department in a non-integrated program; conducting staff development and in-service training programs; planning and supervising special therapy projects; supervising clinical training of students; conducting conferences with staff members; evaluating the performance of staff members and providing assistance to staff; carrying out treatment programs; assisting or preparing budget requests and planning and policy decisions; coordinating services; interpreting programs; preparing and maintaining department records; selecting and orientating staff; planning and conducting in-service training programs and clinical training programs; and performing related work.

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 classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions to describe positions which perform professional level therapist supervisory activities over Therapists.

These positions were formerly classified as Supervising Therapist 1 and now split from the Supervising Therapist 2 and 3 which was originally created as a two level series in July of 1969 and was abolished and recreated effective December 31, 1989 (see Bulletin CC-219) as a result of the Client Care and Custody Personnel Management Survey. It was modified effective November 23, 1997 in order to create a third level within the series which specifically describes positions which supervise multiple positions classified as Physical Therapist, Occupational Therapist, and/or Speech Language Pathologist. Creation of the Supervising Therapist 3 and modification of the classification series was announced in Bulletin CC/SC-79. Only those positions which require the incumbent to possess credentials as a Physical Therapist or Speech Language Pathologist are allocated to the Supervising Therapist 3 level.