

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

THERAPY PROGRAM 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 Therapy Program Supervisor positions found in large institutions in the Department of Health and Family Services, Division of Care and Treatment Facilities. 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. Inclusions

The positions in this classification are professional supervisory positions located within the Department of Health and Family Services, Division of Care and Treatment Facilities, which supervise positions classified as Occupational Therapist, Physical Therapist, Speech Language Pathologist, and/or Audiologist and may also include Therapists. Positions meet the statutory definition of supervisor contained 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 definitions 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, for a majority of the time, engaged in supervision of positions classified in series other than Occupational Therapist, Physical Therapist, Audiologist and/or Speech Language Pathologist.
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

THERAPY PROGRAM SUPERVISOR

This is very responsible supervisory work in directing and coordinating varied and diverse therapy disciplines in a large institution with an integrated therapy program. Positions in this classification have responsibility for the clinical conduct and content of all therapy programs within the institution. Responsibilities of these positions include planning, budgeting, coordinating, and administering the total therapy program within an institution to include internally within the therapies and externally with related programs both within and outside the institution. Work is performed under administrative direction with significant latitude for using independent judgment and making decisions as they relate to the total therapy program in the clinical and administrative area. Positions may consult with medical and professional staff of other departments and personnel from associated health care fields to plan and coordinate joint patient and management objectives; conduct staff conferences and training programs to maintain proficiency of staff therapy techniques and use of new methods and equipment to meet patients needs; allocate personnel on basis of workload, space, and equipment available; and analyze operating costs and prepare department budget. Positions may also coordinate research projects to develop new approaches to rehabilitative therapy; recommend patient fees for therapy based on use of equipment and therapy staff; and serve as consultant to employers, educational institutions and community organizations.

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 Requirement:

Some positions require the incumbent to possess credentials as the therapeutic discipline being supervised, such as a Physical Therapist, Occupational Therapist, Speech Language Pathologist, Audiologist, or Therapist.

V. 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 professional supervisory and managerial positions responsible for varied and diverse therapy disciplines in a large institution. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term "management" has been removed from the specification as the position is correctly coded as confidential/supervisory.

Positions were previously classified as Therapy Supervisor 2 and 3 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.