

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Activities Supervisor Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
02112/82112	Activities Specialist Supervisor
02115	Activities Director

### Series Concept

This series includes classes which involve treating, instructing, or planning in a therapeutic activities program at a state institution. The purpose of the program is to provide therapeutically-designed mental, physical, and expressive activities for institutional residents. In reviewing positions and programs, one will find positions that are involved in only one specialty or in a combination of them, depending on the program established by the institution. In most instances, the activities program is part of the medically-prescribed treatment approach used by an institution. Positions in class code 82112 are for positions located in institutions of the Department of Corrections that meet the requirements of the protection occupation retirement system.

### Exclusions

Positions performing treatment work with institutional residents in areas other than therapeutic activities are classified within their own series (i.e., physical therapy, occupational therapy, nursing, speech pathology, psychology, drug abuse counseling, social work, or vocational rehabilitation).

### Class Distinctions

#### Activities Specialist Supervisor

Positions at this level perform similarly administrative functions as positions classified as Activities Specialist 2. In addition to the administrative responsibilities, the positions have full supervisory responsibilities over Activities Specialist 1, Activities Assistant, and Activities Aide positions. These positions are exempt from collective bargaining provisions.

#### Activities Director

Positions at this level are responsible for the overall administration of an institution's entire activities program. This includes supervision, development of policies and procedures, planning, directing, budgeting, coordinating, and evaluating the various multiple elements (i.e., recreation, art, music, crafts, etc.) that make up the entire program. Positions that supervise or administer only one of the programs would be classified at the Activities Specialist 2 or Activities Specialist Supervisor level.

*Effective date: 12/14 KF*