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

Social Work Supervisor Series

Classes in the Series

Class Code	Class Title
03205	Social Work Supervisor
03037	Social Work Administrator

Series Concept

Positions in this series are responsible for planning, directing, administering, and supervising social work programs. Incumbents usually have considerable knowledge of social services work processes and are considered an authoritative source on the subject.

Exclusions

The following are excluded from classification within this series:

1. Non-supervisory social worker positions.
2. Positions having responsibilities for statewide program management including policy development. These positions should be classified in the Public Service Executive series.

Class Distinctions

Social Work Supervisor

Positions exercise first line supervisory authority over a unit of social workers with a Service Area and program related support positions.

Employees are primarily engaged in the execution of existing policies, methods, and procedures.

Social Work Administrator

Positions administer the entire social work program of a Service Area or state facility. This may involve the supervision of Social Work Supervisors or other supervisory positions, or other professional positions.

Incumbents work within guidelines established by higher levels of management and operations managed are subject to periodic after-the-fact review of accomplishment of goals/priority.

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