

Steve Sisolak  
Governor



Patrick Cates  
Director

Peter Long  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**  
**HR#12-19**

February 21, 2019

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – THERAPEUTIC RECREATION  
SPECIALIST SERIES

---

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than March 22, 2019.

If no written objections are received in this office by March 22, 2019, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #20-19**  
**Posting Expires: March 22, 2019**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>10.613</i>	<i>Therapeutic Recreation Specialist III</i>	<i>36</i>	<i>B</i>
10.614	Therapeutic Recreation Specialist II	34	B	<i>10.614</i>	<i>Therapeutic Recreation Specialist II</i>	<i>34</i>	<i>B</i>
10.621	Therapeutic Recreation Specialist I	32	B	<i>10.621</i>	<i>Therapeutic Recreation Specialist I</i>	<i>32</i>	<i>B</i>

### ***Basis for Recommendation***

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (DPBH) and the Division of Human Resource Management (DHRM), it was determined that a new level in the Therapeutic Recreation Specialist series be created to account for duties and responsibilities not currently identified in the current class specification.

Therapeutic Recreation Specialist III positions, in addition to performing the full range of duties outlined in the series concept, plan, organize and direct therapeutic and occupational activity programs for inpatient/outpatient residential mental health and correctional (forensic) facilities; develop, implement, analyze and monitor a broad-based performance improvement plan; complete corrective action plans to meet requirements and regulations to improve quality of care outcomes; research and analyze best practices; develop therapeutic and occupational program protocols, goals and objectives; participate in the development of service delivery needs assessments and evaluations, policies and procedures; collaborate with clinical staff on delivery of care and services; assist in budget preparation and monitor expenditures and inventory. Positions supervise lower-level Therapeutic Recreation Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline; and may supervise other professional, administrative, technical and contracted Occupational Therapist staff as assigned.

It is recommended that the series be placed in the 10.000 Medical, Health & Related Services Occupational Group, Allied Therapies sub group to maintain consistency with other levels in the series. Furthermore, it is recommended that the Therapeutic Recreation Specialist III be allocated at grade 36 to recognize the higher degree of complexity and knowledge, skills and abilities required of the class; a two-grade difference between levels is consistent with the majority of class specifications within State service. The EEO-4 job category for the Therapeutic Recreation Specialist has been determined as follows: category “B – Professional” which are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

In addition, minor changes were made to the Therapeutic Recreation Specialist II class concept to clarify duties and responsibilities. Also, changes were made to the Minimum Qualifications for the Therapeutic Recreation Specialist II and I to maintain consistency with formatting and structure.

Throughout the review, management staff within DHHS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

***Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by March 22, 2019.** Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: February 21, 2019**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

---

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
<i><b>THERAPEUTIC RECREATION SPECIALIST III</b></i>	<i><b>36</b></i>	<i><b>B</b></i>	<i><b>10.613</b></i>
<b>THERAPEUTIC RECREATION SPECIALIST II</b>	<b>34</b>	<b>B</b>	<b>10.614</b>
<b>THERAPEUTIC RECREATION SPECIALIST I</b>	<b>32</b>	<b>B</b>	<b>10.621</b>

**SERIES CONCEPT**

Under general supervision, Therapeutic Recreation Specialists perform initial and periodic assessments, treatment planning, and therapeutic services to assist individuals in correctional institutions, rehabilitation programs, long-term care facilities, residential facilities, mental health facilities and facilities for individuals with intellectual and/or developmental disabilities to improve their mental and physical health and/or social functioning.

Interview individuals to assess recreational interests and physical, mental and/or emotional limitations; review medical records and confer with medical personnel regarding physical disabilities, injuries or other medical conditions; evaluate individual needs and strengths; prepare treatment plans and document prescribed therapeutic activities within the constraints of available resources, facilities and security requirements.

Plan, organize, schedule, coordinate and conduct a wide variety of therapeutic activities including, but not limited to, basketball, volleyball, pool, ping-pong and strength training as well as passive recreation such as board games, cards and puzzles; provide skill training, encouragement and counseling; modify, adapt and fabricate equipment to accommodate special needs; schedule and conduct individual and group therapy sessions in areas such as assertiveness training, relaxation techniques, stress management, self-esteem, wellness, leisure education, social skills, task concentration and others as assigned.

Observe individuals during activities in order to evaluate performance and leisure skill development, compare level of functioning to baseline performance data, and assess progress toward treatment goals; modify activities to accommodate individual needs; record special problems, incidents, achievements and developments; evaluate and revise treatment goals and objectives, modalities and frequency as appropriate.

Assess and document individual progress in meeting treatment goals; record progress notes and revise treatment recommendations as appropriate; attend interdisciplinary treatment team meetings to provide input regarding therapeutic progress, discuss special needs and problems, and develop or revise treatment goals and plans.

Assist in developing recreation and leisure activity resources as applicable to the client population; research recreational therapy and activity programs; prepare and monitor the recreation budget to provide for projected needs and anticipated expenditures; purchase supplies and materials required for various activities; repair or arrange for repair of equipment.

May supervise technicians, forensics and other assistants in carrying out therapeutic activities as assigned; complete performance evaluations, work performance standards and discipline as required; provide training in basic treatment modalities; assign and review work; demonstrate and participate in the maintenance, repair, set-up and storage of recreation equipment.

Assist individuals in pursuing enjoyable and healthy leisure activities of their choice in the least restrictive environment possible, as applicable to the population served.

Observe established health and safety procedures to ensure the safety of all therapeutic recreation program participants.

<b>THERAPEUTIC RECREATION SPECIALIST III</b>	<b>36</b>	<b>B</b>	<b>10.613</b>
<b>THERAPEUTIC RECREATION SPECIALIST II</b>	<b>34</b>	<b>B</b>	<b>10.614</b>
<b>THERAPEUTIC RECREATION SPECIALIST I</b>	<b>32</b>	<b>B</b>	<b>10.621</b>

**SERIES CONCEPT (cont'd)**

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

***Therapeutic Recreation Specialist III:*** *In addition to performing the full range of duties outlined in the series concept, incumbents plan, organize and direct therapeutic and occupational activity programs for inpatient/outpatient residential mental health and correctional (forensic) facilities; develop, implement, analyze and monitor a broad-based performance improvement plan; complete corrective action plans to meet requirements of regulations and improve quality of care outcomes; research, analyze and develop best practices; develop therapeutic and occupational program protocols, goals and objectives; participate in the development of service delivery needs assessments and evaluations, policies and procedures; collaborate with clinical staff on delivery of care and services; complete corrective action plans to meet requirements of regulations and improve quality of care outcomes; assist in budget preparation and monitor expenditures and inventory. Positions supervise lower level Therapeutic Recreation Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline; and may supervise other professional, administrative, technical and contracted Occupational Therapist staff as assigned.*

**Therapeutic Recreation Specialist II:** Positions allocated to this level either:

- (1) Plan, organize and direct an inpatient and/or outpatient therapeutic activities program and supervise lower level Therapeutic Recreation Specialists, technicians and other support staff as assigned to include performance evaluations, work performance standards, scheduling, time & attendance, work assignment and review, training, hiring and discipline; *may oversee interns and volunteers as assigned;* or
- (2) Plan, organize and implement a broad range of therapeutic recreational activities and opportunities for individuals with physical, mental and/or emotional disabilities. Activities **[typically]** *may* include residential leisure activities and community outings such as to bowling alleys, restaurants, swimming pools, attendance at or participation in sporting events, and other activities appropriate for the population served. This is the advanced journey level and is distinguished from the journey level by the higher level of skills required in behavior management, planning, and coordinating off-site activities, and more extensive personal contacts with volunteers, contractors and other community resources and agencies that provide recreational programs and activities.

In addition to performing the duties described in the series concept, positions in this class develop and utilize a network of contacts within the recreational community in order to locate available resources; negotiate and monitor contracts for special outings and activities; and solicit donations of materials, supplies and services to expand leisure and recreational opportunities for clients.

Develop therapeutic recreation program protocols, goals and objectives to meet the needs of the population served; participate in committees and activities of the facility in developing service delivery needs assessments and evaluations, policies and procedures; may assist in budget preparation and monitor assigned budget accounts as required; and participate in accrediting and quality review programs as assigned.

Plan, rehearse and supervise community outings applicable to the client population; may transport individuals to parks, restaurants, bowling alleys, swimming pools and other leisure and recreational facilities; serve as a role model and instruct clients regarding appropriate behavior in various recreational situations; foster independence and confidence of program participants.

**Therapeutic Recreation Specialist I:** Positions allocated to this class function at the journey level and perform all or part of the duties outlined in the series concept. Incumbents develop and implement therapeutic recreation

<b><u>THERAPEUTIC RECREATION SPECIALIST III</u></b>	<b>36</b>	<b>B</b>	<b>10.613</b>
<b>THERAPEUTIC RECREATION SPECIALIST II</b>	<b>34</b>	<b>B</b>	<b>10.614</b>
<b>THERAPEUTIC RECREATION SPECIALIST I</b>	<b>32</b>	<b>B</b>	<b>10.621</b>

Page 3 of 5

**CLASS CONCEPTS (cont'd)**

**Therapeutic Recreation Specialist I:** (cont'd) activities and programs in a correctional, rehabilitative, mental health, intellectual and/or developmental disability or residential setting.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require certification through the National Council for Therapeutic Recreation Certification as required by the agency for accreditation by the Joint Commission for the Accreditation of Hospitals or other accrediting body at the time of appointment and as a condition of continuing employment.
- \* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

**THERAPEUTIC RECREATION SPECIALIST III**

***EDUCATION AND EXPERIENCE:*** Bachelor's degree from an accredited college or university in therapeutic recreation, recreation, or specialty area such as art, dance, music or physical education and two years of professional experience coordinating and providing recreation therapy in a clinical, residential, community-based and/or correctional environment; **OR** certification by the National Council for Therapeutic Recreation Certification (NCTRC) and two years of experience as described above; **OR** one year as a Therapeutic Recreation Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

***ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):*** Detailed knowledge of: safety and security protocols. Working knowledge of: available community resources for comprehensive rehabilitative care; federal program requirements and facility accreditation standards for therapeutic recreation; interdisciplinary team treatment and case management principles and practices. General knowledge of: supervisory principles and practices; budgeting; contracts; purchasing and inventory management; principles and practices of occupational therapy. Ability to: develop and implement performance improvement and corrective action plans; research, analyze, develop and implement best practices; develop priorities in conjunction with programming requirements and client/patient needs; supervise and evaluate the performance of subordinate professional, technical and support staff; create clear, concise and grammatically correct analytical, statistical and narrative reports; and all knowledge, skills and abilities at the lower level.

***FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):*** Working knowledge of: State rules, regulations, policies and procedures related to purchasing, contract, budgeting and personnel management. Ability to: develop and communicate effective and efficient service delivery outcomes; develop and implement measurable program evaluation indicators; develop and implement short- and long-range plans.

**THERAPEUTIC RECREATION SPECIALIST II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in therapeutic recreation, recreation, or specialty area such as art, dance, music or physical education and one year of [full-time] professional experience coordinating and providing recreation therapy in a clinical, residential, [or] community-based [organization] and/or correctional environment; **OR** certification by the National Council for Therapeutic Recreation Certification (NCTRC) and one year of [full-time] experience described above; **OR** one year of experience as a Therapeutic Recreation Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements)



**THERAPEUTIC RECREATION SPECIALIST III**  
**THERAPEUTIC RECREATION SPECIALIST II**  
**THERAPEUTIC RECREATION SPECIALIST I**

**36**      **B**      **10.613**  
**34**      **B**      **10.614**  
**32**      **B**      **10.621**

Page 4 of 5

**MINIMUM QUALIFICATIONS (cont'd)**

**THERAPEUTIC RECREATION SPECIALIST II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** psychosocial and behavioral treatment models and group dynamics; characteristics and symptoms of mental illness, intellectual disability and related disorders; therapeutic recreation equipment maintenance and repair; programming requirements in recreation therapy; applicable State and federal laws and regulations; agency policies and procedures related to recreation therapy, security issues, and accreditation standards applicable to the facility to which assigned. **General knowledge of:** theories and techniques of counseling and guidance, including group dynamics; community resources for recreational therapy activities; commonly used psychotropic medications. **Ability to:** plan, organize, coordinate, schedule and conduct appropriate therapeutic recreation activities for individuals with mental, physical or emotional disabilities including off-site recreational and leisure activities; communicate effectively with representatives of community resources and facilities to develop recreational programs and activities; develop, prepare and negotiate contracts for services and recreation activities; assign, review and oversee the work of subordinate staff; prepare a budget based on projections and needs; supervise and evaluate the performance of professional and technical staff; coordinate people and resources efficiently; oversee and direct the activities of technical staff and program participants; organize and conduct individual and group therapy sessions in relaxation techniques, stress management, self-esteem and other areas; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: available community resources for comprehensive rehabilitative care; federal program requirements and facility accreditation standards for therapeutic recreation; State purchasing and personnel procedures and regulations. Ability to: develop priorities in conjunction with programming requirements and client/patient needs; supervise and evaluate the performance of subordinate professional, technical and support staff.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Therapeutic Recreation Specialist III.)*

**THERAPEUTIC RECREATION SPECIALIST I**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in therapeutic recreation, recreation, or specialty area, such as art, dance, music or physical education and one year of [full-time] technical experience in recreation therapy in a clinical, residential, [or] community-based [organization] *and/or correctional environment*; **OR** certification by the National Council for Therapeutic Recreation Certification (NCTRC); **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** theories and practices of recreational therapy and leisure activities. **General knowledge of:** human anatomy, physiology, psychology, visual motor and psychomotor functioning; developmental and learning disabilities; characteristics and symptoms of mental illness and intellectual disabilities and related disorders; psychosocial and behavioral treatment models and group dynamics; basic math skills required to prepare and monitor a budget. **Ability to:** assess client/patient mental, emotional and physical capabilities and limitations; participate in interdisciplinary team meetings to develop and revise treatment plans, goals and objectives; review diagnostic findings and conceptualize treatment strategies; plan, organize, schedule and conduct appropriate therapeutic recreation activities for individuals with mental, physical or emotional disabilities; adapt, create, and design recreational activities and equipment to meet the needs of clients/patients; move and set up athletic equipment and recreation supplies for planned activities; coordinate services with other therapeutic disciplines; provide therapeutic recreation therapy in potentially hostile environments where clients/patients may be uncooperative or combative; plan, organize, and lead a variety of recreational activities including sports, hobby-crafts, board games and other activities; counsel, train and motivate clients/patients; establish and maintain positive working relationships with clients/patients and others involved in the treatment program; work independently with minimal direction; communicate

**MINIMUM QUALIFICATIONS (cont'd)**

**THERAPEUTIC RECREATION SPECIALIST I** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) effectively both ~~orally~~ **verbally** and in writing; apply basic teaching methods and techniques; administer first aid in emergency situations; operate a van, bus or automobile to transport clients/patients as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Therapeutic Recreation Specialist II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.613</u>	<u>10.614</u>	<u>10.621</u>
ESTABLISHED:	<b>4/5/18R</b> <b>3/22/19UC</b>	10/1/76	9/1/63
REVISED:		7/18/79-3	5/11/72
REVISED:		7/1/87-12P	10/25/74
		4/11/86PC	
REVISED:		10/19/90-3	10/1/76
REVISED:			7/18/79-3
REVISED:			7/1/87-12P
			4/11/86PC
REVISED:			10/19/90-3
REVISED:		7/1/99P	7/1/99P
		10/2/98PC	10/2/98PC
REVISED:		6/19/15PC	6/19/15PC
REVISED:		3/9/16UC	3/9/16UC
<b>REVISED:</b>		<b>3/22/19UC</b>	<b>3/22/19UC</b>