

DEPARTMENT: Personnel

By: Jeffrey G. Green

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RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Authorize revising the Employee Allocation Schedule by approving Merit Systems Service's classification of Social Worker Supervisor II, setting the salary at range 261 (\$3,465-\$4,212), and adding one allocation to the Human Services Department; and adding two Social Worker IV allocations (salary range 219).

Merit System Services has currently in place a Social Worker Supervisor II class specification. In the past, the Human Services Department did not have a need for this class. A Supervisor II is now needed for Child Protective Services (CPS) to guide the actions of staff and to help them understand the most dysfunctional behaviors in terms of child sexual molest, physical abuse, intentional deprivation, and neglect. Unlike the Supervisor I, a Supervisor II requires a Master's degree. It is necessary to recruit an individual with the best possible educational and professional qualifications to meet State and professional standards. The recommended salary range is in line with the comparable counties and is approximately 10% higher than the Supervisor I position. As is the Supervisor I class, the Supervisor II will be assigned to the MCMCO bargaining unit.

Early estimates from the State indicate that the County's agency is understaffed by at least two Social Workers in CPS. Caseloads are high and audits that were performed in child welfare and licensing were poorly rated. Allocating two Social Worker IV positions will bring the division up to standard and strengthen the County's system of protection.

Increasing the allocations as recommended will have no impact to this department's budget. There are unallocated funds currently in Social Services and as a result of the Maddy Child Welfare Caseload 2030 Study, more State money will be allocated.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

None on this action. Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- Adopt this action as proposed.
- Revise as the Board desires and adopt.

**COSTS:** (X) Not Applicable

A. Budgeted current FY	\$	
B. Total anticipated costs	\$	27,000
C. Required additional funding	\$	
D. Internal transfers	\$	

**SOURCE:** (X) 4/5ths Vote Required

A. Unanticipated revenues	\$	27,000
B. Reserve for contingencies	\$	
C. Source description:		

Balance in Reserve for Contingencies,  
if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

Social Worker Supervisor II Class Specification.

Budget Action Form  
\_\_\_\_\_  
\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 01-8 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: W Abstained: \_\_\_\_\_  
 Approved ( ) Denied  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California

By: \_\_\_\_\_  
 Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

- \_\_\_\_\_ Recommended
- \_\_\_\_\_ Not Recommended
- \_\_\_\_\_ For Policy Determination
- \_\_\_\_\_ Submitted with Comment
- \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: W



## ***SOCIAL WORKER SUPERVISOR II***

### **DEFINITION**

Under direction, employees in this class plan, organize and direct the work of social service staff providing the most advanced social services; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Social Service Supervisor II is usually assigned to programs or staff positions that require extensive casework knowledge. Incumbents supervise a unit of caseworkers in specific programs identified as having a high proportion of complex and sensitive casework needs.

### **EXAMPLES OF DUTIES**

- Plan, assign, direct, and review the work of employees providing the most advanced or complex casework such as adoptions and protective services.
- May direct the work of social workers performing less complex services.
- Assist in the development of community resources for all programs.
- Assist and participate in the development of in-service training and staff development programs.
- Refer problems to other agency staff.
- Evaluate the effectiveness of policies and procedures.
- Represent the social services department at conferences and address community groups.
- Evaluate the performance of personnel and take or recommend appropriate courses of action.
- May direct research studies and prepare reports.
- Enter and retrieve information from an automated computer system.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; corrected vision to normal range including ability to distinguish basic colors, shapes and depth perception; verbal communication; use of office equipment including computers and other related peripheral equipment such as printers, telephones, calculators, copiers and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed primarily in an office environment and includes continuous contact with staff and the public. Work may involve stressful situations and include dealing with erratic and sometimes threatening behavior. Work may include performing emergency response services during non-business hours.

**MINIMUM QUALIFICATIONS**

***Knowledge of:***

- Functions of public social services agencies and the principles of public social service administration.
- Social research methods.
- Laws, rules and regulations governing the operation of public social services agencies.
- Principles, methods, and resources in the field of public health, mental hygiene, education, correction and rehabilitation as they relate to public social service.
- Techniques of supervision, training and casework consultation.
- Computer terminology and computer keyboard arrangement.
- Principles of community organization.
- Resources available in the community for referral or utilization in employment or social service programs.

***Ability to:***

- Exercise sound judgment when organizing, directing, and prioritizing unit activities.
- Select, train, supervise, evaluate, and discipline subordinate staff.
- Classify case problems and evaluate the effectiveness of effort in solving problems.
- Apply effective interpersonal skills.
- Develop and maintain cooperative relationships with community groups and resource agencies.
- Make oral and written presentations clearly and concisely.
- Analyze a situation accurately and adopt an effective course of action.

***Education and Experience:***

Master's degree in social work or a Master's degree from a two year counseling program.

***Definition:*** *Qualifying master's degrees from a two year counseling program are those which include a course of study with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Qualifying two year counseling degree programs must have included an internship or supervised field work and completion of approximately 45 semester or 67 quarter units of graduate level courses. Completion of all of the requirements for a Marriage, Family, Child Counseling (MFCC) license program may be substituted upon submission of verifying proof.*

***And***

One year of experience performing duties comparable to those of the Merit System Social Worker III or Social Worker IV class.