

RESOLUTION NO. 13-7874

RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR FISCAL YEAR 2012-2013 WITHIN THE DEPARTMENTS OF SOCIAL SERVICES 70590.

WHEREAS, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, there is a need for a mid-year adjustment to the Position Allocation for the Department of Social Services in order to create a flexible allocation and promotional opportunity.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Position Allocation for budget year 2012-2013 to reflect the following change within the Social Services Department 70590:

<u>SOCIAL SERVICES - 70590</u>	<u>FROM</u>	<u>TO</u>
Social Services Supervisor I	1.0	.00
Social Services Supervisor I or II	.0	1.00

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 21st day of May, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors NONE
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:


Executive Clerk/Board of Supervisors

Range: 2325

Plumas County

Adopted 11/00

SOCIAL SERVICES SUPERVISOR II

DEFINITION

Under general direction, plans, organizes, directs and supervises the work of Social Service's staff providing the most advanced social services; develop community resources; represent the County's Social Services department with community organization and agencies; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level classification for overseeing the work of social workers providing the most advanced social services. Incumbents are responsible for assigning work and monitoring performance of staff. They may also manage service programs such as Adult and/or Children's Services. Incumbents may carry a caseload of the most difficult cases. This classification is also distinguished by possession of professional credentials

REPORTS TO

Social Services Director or Program Manager-Services-Asst. Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Social Worker I, II, III, Senior Social Worker

SOCIAL SERVICES SUPERVISOR II – 2

EXAMPLES OF DUTIES:

Plans, organizes, directs, coordinates and supervises the work of staff providing a variety of social services including the most advanced or complex case work; consults with staff and provides advice on the most difficult cases; monitors assigned work and insures proper progress and carrying out case workers assignments, such as assessment, re-assessments, service plans, maintenance of activity records, quality control and required investigations; reviews adult and children's cases for compliance with rules, regulations, policies and protocols; assists the development of community resources for all programs; has responsibility for in-service training and staff development; interprets departmental policies and procedures for staff; represents the County and the Department of Social Services and contacts with community organizations and groups as well as other governmental agencies; prepares statistical reports for the State Department of Social Services; develops and implements policies; evaluates the effectiveness of policies and procedures; evaluates the performance of personnel and takes and recommends appropriate courses of action; may carry a case load of more difficult social services cases requiring a high degree of technical competence; determines the social services needs of clients; develops and implements treatment plans; makes referrals; prepares and maintains case records; may make home visits as appropriate; may represent the Social Services Department at conferences, before groups, agencies and in court.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; make home visits outside the office; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

SOCIAL WORKER SUPERVISORS II – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions, purposes, and programs of public social service agencies.
- Principles and problems of public social service administration.
- Current issues in the field of social welfare.
- Principles of public funding and claims requirements.
- Social research methods.
- General principles of public assistance policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of a public social services agency.
- Community organization and the social problems calling for the use of public and private community resources.
- Basic principles involved in the development and implementation of personality and in-group processes.
- Current problems and methodology in the field of public social services.
- Community resources available for referral or utilization in social service programs.
- Public personnel administration.
- Principles of supervision, training, and staff development.

Ability to:

- Plan, organize, and direct the work of professional social work and other staff.
- Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
- Perform a variety of specialized social research and prepare reports.
- Obtain facts and analyze data.
- Prepare clear, concise and accurate records and reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Analyze and interpret public social service programs, policies, and procedures for applicants and recipients.
- Maintain the confidentiality of case records.
- Effectively represent the Social Services Department in contact with the public, clients, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

SOCIAL WORKER SUPERVISOR II – 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience performing duties comparable to those of the Merit Systems Social Worker III classification.

AND

Masters degree in Social Work or Masters degree from a two-year program in counseling, psychology, sociology or a closely related field.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.