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2021 RES-046

**AUTHORIZING RECLASSIFICATION OF 2 SENIOR SOCIAL WORKER POSITIONS TO
LEAD SOCIAL WORKER POSITIONS; RECLASSIFICATION OF A SOCIAL SERVICE
SPECIALIST TO A SOCIAL WORKER POSITION; AND MODIFYING POSITION AUTHORITY
DCDHS – CYF DIVISION**

The Dane County Department of Human Services (DCDHS) Children, Youth and Families (CYF) Division has 2.0 FTE Senior Social Worker positions, position #1729 and position #1387, which we request be reclassified to Lead Social Worker positions. These positions will be supervised by a CYF Youth Justice Supervisor. These positions are currently vacant. The Department of Administration- Employee Relations has recommended approval of this request.

This change is needed to provide additional support, training and mentoring to new social workers hired into the Youth Justice Services Unit. The new hire in this position will coordinate and facilitate shadowing opportunities for newly hired Youth Justice Social Workers and assist with ongoing training of new social workers.

This position will provide the full range of case management and related social work activities assigned to county agencies by WI State law and mandates including conducting assessment interviews with family members according to Department/DCF Protocol in order to identify and prioritize needs and goals to consider appropriate and available services. Additional job tasks include, but are not limited to, providing case management services to court involved and court deferred youth. Maintain regular contact with schools, treatment providers and other involved professionals to ensure service provision. This position is responsible for case management of cases that are court involved.

The CYF Division is requesting to reclassify position #1799 and approval to fill. This position has been vacant over 6 months and is classified as a Social Service Specialist (G14) position. The Department of Human Services is requesting this position to be reclassified as a Social Worker in the Youth Justice Unit. Since 2019, the Youth Justice Unit has experienced a 21.5% increase in intake referrals. As a result, the Human Services Department is increasing its intake capacity by creating additional Social Worker positions. The Department of Administration- Employee Relations has recommended position #1799 be classified as a Social Worker (SW 16-18) position.

The CYF Division is requesting to change the staff allocation of Program Leader position #3116, currently at 0.5 FTE which has been vacant for over 6 months and Program Leader position #3248 currently at 0.5 FTE to a 1.0 FTE Program Leader position. The program leader position is needed in order to provide supervision and support to youth and families involved in youth justice services. This position provides transportation, one on one contact, group support, face to face contact for youth in out of home care as well as providing support and assistance on cases at the request of the ongoing social worker. This person may assist with securing necessary signatures, engaging youth and families with required services, uploading info to the

43 Wisconsin Statewide Automated Child Welfare Information System (including case notes) and
44 day to day check-ins with clients as necessary.

45
46 **NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors does
47 hereby support and authorize reclassification of 2.0 FTE Senior Social Worker (SW20) positions
48 #1729 and #1387 (org code 6053) in the Human Services Department to 2.0 FTE Lead Social
49 Worker (SW21) positions (org code 6053), commensurate with the department's request and
50 approval by the Dane County Human Resources Director and Department of Administration
51 Director.

52
53 **BE IT FURTHER RESOLVED** that the Dane County Board of Supervisors does hereby support
54 and authorize the filling and reclassification of Social Service Specialist (G14) position #1799
55 (org code 6053) to a Social Worker (SW16-18) position in the Youth Justice Unit. The
56 Department of Administration- Employee Relations has recommended approval of this request.

57
58 **BE IT FINALLY RESOLVED** that in the Human Services Department, effective June 1, 2021,
59 0.5 FTE Program Leader (SW16-18) position authority assigned to position #3248 be
60 transferred to increase position authority of Program Leader (SW16-18) position #3116 to 1.0
61 FTE and position #3248 be eliminated (org code 6053).