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2019 RES-111

**AUTHORIZING RECLASSIFICATION OF A SOCIAL WORKER POSITION TO A LEAD
SOCIAL WORKER POSITION; FILLING 2 SOCIAL SERVICE SPECIALIST POSITIONS
WHICH HAVE BEEN VACANT FOR OVER 6 MONTHS; AND MODIFYING POSITION
AUTHORITY DCDHS – CYF DIVISION**

The Department of Human Services CYF Division has a Social Worker position #1468, which we request be reclassified to a Lead Social Worker. This position will be supervised by a CYF Child Protective Services Supervisor. This position is currently vacant. The Department of Administration- Employee Relations has recommended approval of this request.

This change is needed to provide additional support and training and mentoring to new social workers hired into the Child Protective Services Unit. The new hire in this position will coordinate and facilitate shadowing opportunities for newly hired Child Protective Services Social Workers and Social Service Specialists and assist with ongoing training of new social workers. The new hire will also complete child protective Services Reports thoroughly, promptly and concisely and submit to supervisors for Screening Decision. The new hire will prepare factual, accurate and comprehensive petitions according to agency policy and file them in court within legal time limits. Within required time limits, completes comprehensive and accurate family assessments taking into consideration family and individual strengths as well as needs.

This position will provide the full range of child protection, child welfare and related social work activities assigned to county agencies by State Law. These activities relate to protection of children who have been maltreated or are at risk for maltreatment. Representing Human Services in a courteous and professional manner is extremely important.

The Department of Human Services CYF Division is requesting approval to fill Positions #1083 and #1302, which have been vacant over 6 months. These positions are supervised by a CYF Child Protective Services Supervisor.

Positions #1083 and #1302 title changed from Social Service Specialist Bilingual Spanish to Social Service Specialist (English). The Department of Administration-Employee Relations has approved re-title of these positions effective May 12, 2019 (beginning of pay period 12A). The Department posted these positions at least 5 times. These postings were extended to allow the opportunity for additional candidates to apply for these positions, but candidates either did not pass the bilingual test, declined offer of these positions or there were not enough qualified candidates that applied and referred for these positions. These positions are responsible for supervising family contact between children, who have been removed from their home due to being the victims of abuse or neglect, and their parents, transporting children to visits, therapy appointments and other services as needed.

The CYF Division is requesting to change the staff allocation of position #2136 currently at .75 FTE to a .5 FTE. The CYF Division is also requesting #2423 currently .75 FTE to a 1.0 FTE

45 position. Position #2423 works with parents whose children have been placed out side of their
46 home and the children caregivers to mediate family interaction, gathering collateral information,
47 attending court hearings. This position works with other Social Workers to support subsidized
48 guardianship cases, which is permanency for children who have been placed outside of their
49 home. This position assists other workers by supporting them, consulting with them and
50 meeting relatives who may be interested in subsidized guardianship, providing a permanent
51 placement for children. Position #2136 is currently a Child Protective Services Ongoing Social
52 Worker. This position is responsible for case management of cases that are court involved.

53

54 **NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors does
55 hereby support and authorize reclassification of the Social Worker position #1468 (org code
56 6054) in the Human Services Department to Lead Social Worker position, commensurate with
57 the department's request and approval by the Dane County Human Resources Director and
58 Department of Administration Director.

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60 **BE IT FURTHER RESOLVED** that the Dane County Board of Supervisors does hereby support
61 and authorize the filling of two Social Service Specialist positions (org code 6054, positions
62 #1083 and #1302) as detailed above.

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64 **BE IT FINALLY RESOLVED** that in the Human Services Department, Social Worker position
65 authority (org code 6054 position #2136), is decreased .25 FTE and Senior Social Worker
66 position authority (org code 6054, position #2423) is increased by .25 FTE, effective the start of
67 pay period #17, July 21, 2019.