



## **Dane County Department of Human Services**

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**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

### **MEMORANDUM**

**DATE:** April 7<sup>th</sup>, 2025

**TO:** Chair and Members of the Personnel and Finance Committee

**FROM:** Nancy Ortegon-Johnson  
CYF Staff Development Manager

**RE:** 1.0 FTE Social Service Specialist Position #1204 (G14) (ORG 6054) This position has been vacant longer than 6 months.

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than (6) months. The Dane County Department of Human Services (DCDHS) Children Youth & Families (CYF) Division has 1.0 FTE Social Service Specialist number 1204 (G14) (Org 6054) in the Child Protective Services Unit.

The Department of Administration- Employee Relations approved the Department's request To retitle this position from a Bilingual (Spanish) (G14) to a Social Service Specialist (G14).)

The Department of Human Services, CYF Division is requesting approval to fill position #1204, which has been vacant longer than 6 months.

#### **What is the nature of the work or what is the essential function of the position?**

**Social Service Specialist #1204** The Social Service Specialist, (SSS) supervises family interactions between parents and children who have been adjudicated to be in need of protection or services.

These children have been placed outside of their parental home and may be in relatives' placements or foster homes. The SSS teaches child management skills and techniques to parents; documents observations; provides or arranges transportation of children and youth and testifies in court. The Social Service Specialists coordinate and facilitate family interactions that may occur in the family home, community settings, and/or a Human Services office location. These family interactions are court ordered and must be provided by the Department.

**How has this function been fulfilled without these positions?**

**Social Service Specialist #1204:** These functions have been fulfilled by other Social Service Specialists, the LTE and the Social Workers assigned to the case may also supervise the family contact. The department has also hired an LTE Social Service Specialist.

**What will be the impact on the Department's function and Mission if these positions remain vacant?**

The goal of Child Protective Services (CPS) is to support parents and caregivers in making the necessary changes so children are safe and protected in their homes. If this position remains open, families and children involved in CPS will not receive the additional support that these positions will provide. These are mandated services that must be provided as part of a CHIPS, Juvenile Court Order, and CPS State Standards.