1	2023 RES-101
2	
3	AUTHORIZING RECLASSIFICATION OF 2 SOCIAL WORKER POSITIONS TO 2 LEAD
4	SOCIAL WORKER POSITIONS; 1 SOCIAL SERVICE SPECIALIST TO 1 LEAD SOCIAL
5	SERVICE SPECIALIST; AND 1 PROGRAM LEADER TO A LEAD PROGRAM LEADER
6	POSITION DCDHS – CYF DIVISION
7	
8	The Dane County Department of Human Services (DCDHS) Children Youth & Families (CYF)
9	Division has 2.0 FTE Social Worker positions, position numbers 1416 SW 20 (Org 6053) in the
10	Youth Justice Unit and position number 2291 SW 16-18 (Org 6054) in the Child Protective
11	Services Unit, which we request be reclassified to 2 Lead Social Workers (SW 21).
12	
13	The Department of Human Services CYF Division has 1.0 FTE Social Service Specialist
14	position number 1373 G14 (Org 6054) in the Child Protective Services, which we request be
15	reclassified to a Lead Social Service Specialist. (G16).
16	
17	The Department of Human Services CYF Division has 1.0 FTE Program Leader position
18	number #1859 SW 16-18 (Org 6053) in the Youth Justice Unit, which we request be reclassified
19	to new classification Lead Program Leader position pay range (SW 20).
20	
21	These positions are currently vacant. The Department of Administration- Employee Relations
22	has recommended approval of this request.
23	
24	This change is needed to provide additional support and training and mentoring to new social
25	workers and Social Service Specialists hired into the Child Protective Services and Youth
26	Justice Services Units. The new hires in these positions will coordinate and facilitate job
27	shadowing opportunities for newly hired Social Workers, Social Service Specialists and others
28 29	as needed. Assist with ongoing training of new hires. Facilitate meetings between Social Workers, Social Service Specialists and others. Provide general documentation support to
30	Social Workers, Social Service Specialists and others.
31	
32	The Lead Social Worker positions act as a liaison with area schools and attend community
33	stakeholder meetings with community partners. Make referrals to appropriate community
34	services and resources. Maintain up-to-date How-To guides and checklists. Maintain regular
35	contact with schools, treatment providers and other involved professionals to ensure efficient
36	and effective service provision. Maintain regular contact with the families to monitor progress
37 38	and to assist them in following case plans.
39	The Lead Social Workers will provide the full range of child protective services and youth justice
40	related social work activities assigned to county agencies by State Law. These activities relate
41	to provision of supervision and services to children and youth involved in the child protective
42	services and juvenile justice system and their families.

The Lead Social Service Specialist position will provide an opportunity to create a consistent platform to train and mentor new Social Service Specialists and identify areas of opportunity for current Social Service Specialists, which will create an environment to better service children, youth and families.

43

The Lead Program Leader position will ensure consistent training/mentoring of new Program Leaders. This position will also be responsible to act as a liaison for area schools and attend meetings with community partners. This position will support program leaders with documentation questions/needs/requirements. Facilitate meetings among Program Leaders to support the development, implementation, and monitoring of Program Leaders goals and duties.

The Department of Human Services CYF Division is requesting approval to fill position numbers 2291, 1373 and 1859, which have been vacant over 6 months.

**NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors does hereby support and authorize reclassification of 1.0 FTE Senior Social Worker position #1416 SW20 to a 1.0 FTE Lead Social Worker SW21 in payroll org 6053; 1.0 FTE Social Worker position #2291 SW16-18 to a 1.0 FTE Lead Social Worker position SW21 in payroll org 6054; and 1.0 FTE Social Service Specialist position #1373 G14 to 1.0 FTE Lead Social Service Specialist G16 in payroll org 6054; 1.0 FTE Program Leader position #1859 SW 16-18 to a 1.0 FTE Lead Program Leader Position SW20 in payroll org 6053, commensurate with the department's request and approval by the Dane County Human Resources Director and Department of Administration Director.

**BE IT FURTHER RESOLVED** that position numbers 2291, 1373 and 1859, which have been vacant for more than six months, is authorized to be filled pursuant to Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant for longer than six months.