

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: \_\_\_ No: X)

Approve this resolution to establish the salary for the position of Social Worker Supervisor I at Range 180-196.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Resolution 91-605, the Board of Supervisors created the position of Social Worker Supervisor I. The purpose of this resolution is to establish a salary range for that position. Pursuant to agreement with the State of California, Merit System Services controls the class specification for this position, and Mariposa County controls its allocation and salary. A copy of the Merit System Services class specification for this position is attached for informational purposes only.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution to establish a salary range for the position of Social Worker Supervisor I.

COSTS: ( ) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required Add'l funding \$ \_\_\_\_\_  
D. Source: \_\_\_\_\_

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required  
A. Internal transfers \$ \_\_\_\_\_  
B. Unanticipated revenues \$ \_\_\_\_\_  
C. Reserve for contingency \$ \_\_\_\_\_  
D. Description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 92-18  
Ord. No.: \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: John Abstained: \_\_\_\_\_  
MW Approved ( ) Denied  
( ) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further correct copy of

The foregoing instrument is a the original on \_\_\_\_\_ Action file in this office.

Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
A.O. Initials: [Signature]

California State Personnel Board  
Merit System Services  
Class Specification

SOCIAL WORKER SUPERVISOR I

Definition:

Under general direction, to plan, organize and supervise a social service staff unit engaged in providing employment and social services; perform other job related work as required.

Distinguishing Characteristics:

This class is the first level of supervision for social workers. Assignments deal primarily with the supervision of staff providing information and referral services, homemaker and chore services, adult protective services, in-home supportive services and child protective services, and employment services.

Positions in this class are distinguished from those in the class of Social Worker Supervisor II, in that the latter class supervises units of caseworkers providing primarily the most difficult and advanced services.

Typical Tasks:

Plans, organizes and supervises the work of a unit of social workers engaged in the delivery of employment and social services; discusses or interprets departmental rules and programs to staff and public; assists and participates in the development of in-service staff development programs; conducts studies and provides casework services for selected cases and programs; works with other supervisors in coordinating the activities of professional and technical staff; refers problems to other agency staff; (supervises facilities and personnel which provide day care services;) interviews complainants and makes adjustments if necessary; assists in the development of community resources for all programs which contribute to poverty and dependency; receives and prepares correspondence and prepares reports; evaluates the performance of personnel and takes appropriate action; in small agencies, may be responsible for social workers involved in the provision of the full range of social services including advanced services.

Minimum Qualifications:

Either I

Two years performing duties comparable to the Interagency Merit System Social Worker II class. (One year of graduate work in social work or counseling may be substituted for no more than one year of the required experience.)

Or II

One year performing duties comparable to the Interagency Merit System Social Worker III class.

and

Knowledges and Abilities:

Knowledge of: the functions of public social service agencies and the principles of public social service administration; casework concepts, techniques of interviewing and recording in social casework; the laws, rules and regulations governing the operation of public social service agencies; techniques of supervision, training and of casework consultation to staff members; resources available in the community for referral or utilization in employment or social service programs.

Ability to: plan, assign and supervise the work of others; apply effective interpersonal skills; develop and maintain cooperative relationships with community groups and resource agencies; present oral and written reports concisely and clearly; analyze a situation accurately and adopt an effective course of action.

Class History

Established 3/21/41  
Revised 1/22/76 04/18/86  
Title Changed 1/22/76

04/18/86