



MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2013-161

MEETING: April 23, 2013

TO: The Board of Supervisors

MINUTE ORDER ATTACHED

FROM: Steve Dahlem, County Counsel

RE: Approve the On-Call Social Worker III Job Description and Incentive Pay

RECOMMENDATION AND JUSTIFICATION: Approve the Extra-Help On-Call Social Worker III job description, assign it as an Extra-Help Specialized Classification, and set the hourly rate at \$19.2170 (first step of the Social Worker III classification); Approve incentive pay of \$2.50 per hour and \$100 per work week for the Extra-Help On-Call Social Worker III and Extra-Help On-Call Social Worker IV while on-call and \$25 per day for the secondary Extra-Help On-Call Social Worker III when that individual is called out effective immediately.

The On-Call Social Worker IV Extra-Help Specialized Classification has been in place since February 1, 2009. This classification was created to assist with handling crises relating to behavioral health, child welfare, and adult welfare and is supervised by a 50% permanent part-time On-Call Coordinator, which was created at the same time. In recent months, it has been difficult to recruit and retain candidates for the extra-help On-Call Social Worker IV position even though an individual in the position receives a stipend of \$350 per month as it is a Masters level position in addition to the hourly rate of pay. Daytime staff have been required to work on-call because of retention difficulties and although there is a rotational schedule to alleviate the need for staff to work every week, it is still difficult for staff to work their daytime schedule in addition to the on-call schedule. By putting into place an Extra-Help On-Call Social Worker III classification, which requires an incumbent to complete certain specialized training as well as participate in job shadowing within a certain period of time and offering incentive pay to a qualified individual, this should allow the department to fulfill the needs of the After Hours On-Call Team.

There is a continued need for On-Call-Social Worker IV candidates for the After Hours On-Call Team, therefore, offering incentive pay of \$2.50 per hour and \$100 per work week in addition to the \$350 stipend, should attract and retain a larger pool of qualified candidates.

There is no impact to the General Fund to implement this action as State and Federal funding will be used.

BACKGROUND AND HISTORY OF BOARD ACTIONS: On January 27, 2009, the Board of Supervisors approved the implementation of an After-Hours On-Call Team

which consisted of a 50% permanent part-time On-Call Coordinator as well as extra-help On-Call Social Worker IVs for the purpose of responding to crises relating to behavioral health, child welfare, and adult welfare.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: A negative action would result in a continued burden on current daytime employees who respond to after-hour crises calls.

FINANCIAL IMPACT:

There is no impact to the General Fund. There are sufficient funds in Human Services' budget to accommodate this action for this fiscal year and funding in the appropriate line items will be included in the FY 2013-2014 budget.

ATTACHMENTS:

On Call Social Worker III (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Officer

RESULT: ADOPTED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Lee Stetson, Merlin Jones, Kevin Cann, John Carrier

EXCUSED: Janet Bibby



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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JANET BIBBY
MERLIN JONES
JOHN CARRIER

DISTRICT I
DISTRICT IV
DISTRICT III
DISTRICT II
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: STEVE DAHLEM, Human Resources/Risk Management

FROM: RENE' LaROCHE, Clerk of the Board *RL*

SUBJECT: **Human Resources/Risk Management RES-2013-161
Approve the Extra-Help On-Call Social Worker III Job Description,
Assign it as an Extra-Help Specialized Classification, and Set the
Hourly Rate at \$19.2170 (First Step of the Social Worker III
Classification); Approve Incentive Pay of \$2.50 Per Hour and \$100
Per Work Week for the Extra-Help On-Call Social Worker III and
Extra-Help On-Call Social Worker IV While On-Call and \$25 Per Day
for the Secondary Extra-Help On-Call Social Worker III When Called
Out Effective Immediately**

RES. 13-161

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 23, 2013

ACTION AND VOTE:

J. Regular Agenda Items

1. **Human Resources/Risk Management RES-2013-161
Approve the Extra-Help On-Call Social Worker III Job Description,
Assign it as an Extra-Help Specialized Classification, and Set the
Hourly Rate at \$19.2170 (First Step of the Social Worker III
Classification); Approve Incentive Pay of \$2.50 Per Hour and \$100
Per Work Week for the Extra-Help On-Call Social Worker III and
Extra-Help On-Call Social Worker IV While On-Call and \$25 Per Day
for the Secondary Extra-Help On-Call Social Worker III When Called
Out Effective Immediately**

Staff presentation given by Steven Dahlem/County Counsel, with James Rydingsword/Human Services Director in attendance to answer questions. Mr. Dahlem reported that this item has been initiated by the Human Services Department, and gave a brief history of the On-Call

Social Worker IV Extra-Help Specialized classification and the difficulties recruiting for that position. He indicated an error in the third paragraph of the Recommendation on the cover sheet, noting that the phrase "in addition to the \$350 stipend" is not the case with the Social Worker III position, but rather the Social Worker IV position.

Mr. Rydingsword noted that they are working closely with the graduate schools of Social Work at Fresno State and Stanislaus State who have received their flyer and their information; and he elaborated on recruitment efforts. Mr. Rydingsword also clarified that they are seeking to get rid of the \$350 per month stipend for both the Social Worker III and Social Worker IV positions and, instead, pay \$100 per week as a stipend for the person in the primary position, \$2.50 per hour to stand by, and then paying at their regular pay rate when they are called out.

Supervisor Stetson required clarification regarding the \$100 per week stipend. Mr. Rydingsword responded.

No public comment.

Board Comment:

Supervisor Jones commented on the physical toll on the social workers who are called out on off-hours, and then have to work their normal days and hours; Mr. Rydingsword recounted an instance illustrating the point.

Supervisor Stetson clarified that, after a quick reading, he is content with the \$100 per week stipend.

Supervisor Jones moved that this item be accepted as presented.

County Counsel recommended that the Motion include the clarification that it does not include the \$350 stipend. Supervisor Jones, as the mover, agreed.

Second by Supervisor Cann.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Lee Stetson, Merlin Jones, Kevin Cann, John Carrier

EXCUSED: Janet Bibby

Cc: Sandy Laird, Personnel
Jim Rydingsword, Human Services Director
File

ON-CALL SOCIAL WORKER III

DEFINITION

Under general direction, provides after-hours crisis services as part of the After Hours On-Call Team for the Mariposa County Human Services Department; provides crisis screening, response, and assessment for individuals and families in crisis; consults with the After Hours On-Call Coordinator relative to the coordination of scheduled activities as they relate to crisis counseling; and performs related duties and responsibilities as required.

The On-Call Social Worker III differs from the next higher class of On-Call Social Worker IV in that the former is the advanced journey level and does not require a Master's degree and the latter is the Master's level Social Worker.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the Human Services Department On-Call Coordinator, Deputy Director, or Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Conducts interviews to assess the safety of children and adults.

Refers clients to other staff members.

Makes a diagnosis of client problems.

Interprets and explains rules, regulations and policies to clients and applicants.

May make home visits in connection with casework assignments.

Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.

Receives casework consultation from professionally trained staff members.

May be required to testify in court.

Acts as an advocate in the client's behalf.

Works with community organizations.

Makes referrals to outside resources.

Performs job duties under stressful conditions.

Responds appropriately to situations.

Maintains confidential information in accordance with legal standards and/or County regulations.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Socio-economic conditions and trends.

Basic principles of individual and group behavior.

Current issues in the field of mental health, child welfare, and adult protective services.

Principles of interviewing and problem-solving methodology.

Basic principles and techniques of interviewing and recording crisis case notes and 5150 assessments and hospitalizations.

Laws, rules, and regulations governing the operation of the public welfare agency.

Community organizations and social problems calling for the use of public and private community resources.

Basic principles involved in the nature, growth and development of personality and in-group processes.

Basic principles of individual and group behavior.

Community organization and the social problems calling for the use of public and private community resources.

Ability to:

Communicate effectively with others in person and over the telephone.

Analyze data, interpret directions, procedures, and regulations, and develop appropriate responses.

Act effectively in stressful situations in the performance of job duties; respond appropriately to situations.

Maintain confidential information in accordance with legal standards and/or County regulations.

Learn, understand, and apply the agency programs, policy and procedures.

Obtain facts and recognize the relevance and significance; adopt effective courses of action.

Organize and maintain work detail.

Establish and maintain effective working relationships with agency staff, clients, and outside organizations.

Develop skill in interviewing, case recording and interpretation.

Work within a community setting and effectively use appropriate resources and services.

Communicate effectively, both orally and in writing.

Operate a personal computer and other office equipment and related software.

TYPICAL WORKING CONDITIONS

Work is normally performed in a hospital environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Education:

Possession of 30 college semester units, including 15 units in social welfare, social/human services, sociology, or other social or behavioral science.

Experience:

Two years of experience as a Social Worker in a public or private agency.

OR

Experience:

One year of experience comparable to the Social Worker II classification.

Additional Requirements:

The ability to successfully complete core training in Adult Protective Services, Behavioral Health, and Child Welfare Services within four (4) months of employment. In addition, an incumbent will be required to participate in sixty (60) hours of job shadowing in Adult Protective Services (20 hours); Behavioral Health (20 hours); and Child Welfare Services (20 hours) within four (4) months of employment.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid out-of state driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 4/13 (B/S Res. 13-161)