

Minimum Qualification Specifications
for the Classes:

SOCIAL SERVICES MANAGER I & II

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree which included a minimum of twelve (12) semester credit hours in psychology, sociology, social welfare, social work or other related coursework. Such coursework must have provided knowledge of human behavior.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, including the coursework specified above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Exp (Yrs)	Supervisory Exp (Yrs)	Administrative Aptitude	Total Exp (Yrs)
Social Services Manager I	4-1/2	1	*	5-1/2
Social Services Manager II	4-1/2	2	*	6-1/2

Specialized Experience: Responsible work experience in a program of direct social welfare which has required the application of knowledge of social work methods and techniques in carrying out the responsibilities for providing social welfare services.

Supervisory Experience: Experience in supervising others in social work. Such experience must have included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

***Administrative Aptitude:** Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A bachelor's degree in social work from an accredited college or university may be substituted for six (6) months of Specialized Experience.
2. A master's degree in social work from an accredited college or university may be substituted for one and one-half (1-1/2) years of Specialized Experience.
3. A Ph.D. degree in social work with emphasis in general welfare may be substituted for two and one-half (2-1/2) years of Specialized Experience.

Non-Qualifying Experience

The following types of experience are not considered qualifying social work experience:

1. Experience providing supportive services to professional social workers, vocational rehabilitation specialists, public housing managers, or other professional workers in such programs as public welfare, family court, etc.;
2. Experience determining the eligibility of applicants/recipients for benefits under a public welfare program such as medical assistance, food stamps and other benefits;

3. Experience providing vocational, educational, psychological, or pastoral counseling;
4. Experience providing occupational or physical therapeutic services;
5. Peace corps or VISTA work experience which did not require the application of professional knowledge of the principles and practices of social work and/or was not performed under competent professional supervision;
6. Experience relocating clients who are displaced as a result of urban renewal or other similar reasons; and
7. Trainee level type social work experience will not be considered qualifying unless work is performed under competent professional social work supervision.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

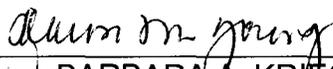
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes SOCIAL SERVICES MANAGER I & II, which were approved on December 20, 1983.

DATE APPROVED: 9/10/2012



for BARBARA A. KRIEG
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