

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SOCIAL WORK SPECIALIST SPLST

JOB DESCRIPTION

Employees in this job function serve as professional specialists with responsibility for a social work program or specialty area, or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title - Social Work Specialist 2

Social Work Specialist (Specialist) 13

The employee functions as a second-level specialist with responsibility for highly complex cases, or as an administrative assistant to an office director, division director, or equivalent-level administrator.

First-level specialists are classified at the advanced level of the Social Work Specialist job.

NOTE: Job Concepts

Positions that are designated by the appointing authority and accepted by Civil Service staff as requiring advanced knowledge in the field of work and (1) are responsible for highly complex assignments, (2) have significant scope of responsibility, and (3) have considerable impact within the department.

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant-

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist-

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Gathers information and analyzes highly complex cases to make decisions on child safety, permanency, and wellbeing.

Develops and implements program goals and plans.

Serves as a mentor to less experienced staff to assist with critical case decisions.

Make recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as the technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Serves as a specialist in a program area in the field of social work with responsibility for taking actions at the individual case level and making recommendations for program improvements.

Interprets existing and proposed laws, policies, and procedures as they apply to redirecting client programming and service delivery.

Assists local and central offices in collecting, maintaining, and interpreting data to meet program reporting and evaluation requirements.

Identifies, evaluates, analyzes, and follows-up on local office casework service delivery problems.

Develops/reviews case plans to prevent placement of individual children in foster care when possible and ensure safety, permanency and wellbeing are the primary focus of all case decisions.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Administrative Assistant-

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge-of fiscal planning, budgeting, and management.

Specialist-

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist-

Knowledge of methods of planning, developing, and administering programs.

Knowledge of the need, preparation and use of reports.

Knowledge of social casework, theory and procedures, group work, community organizations, social work administration and social work research.

Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships, attachment, trauma and its impact, and complex family dynamics.

Knowledge of state and federal social and child welfare laws, policies, rules, and regulations.

Knowledge of departmental policies and practices related to child welfare.

Knowledge of interviewing techniques and methods for obtaining, evaluating, and communicating information.

Knowledge of community services program resources.

Ability to provide an unbiased review and analysis of highly complex cases and make critical decisions based on a child's best interest and wellbeing.

Ability to prioritize complex assignments and organize workload.

Ability to communicate with empathy and clarity in volatile situations.

Ability to coordinate new program directions and implement pilot programs.

Ability to analyze the service plans and needs of individuals requiring assistance and recommend alternatives.

Ability to work with individuals representing other disciplines.

Ability to establish and maintain cooperation and working relationships with health, education and social services administrative and support groups.

Ability to maintain records, and prepare reports and correspondence related to the work.

Working Conditions

None

Physical Requirements

None

Education

Possession of a master's degree with a major in social work.

Experience

Social Work Specialist (Specialist) 13

Four years of professional experience providing social work services equivalent to a Social Work Specialist or Services Specialist, including one year equivalent to the Social Work Specialist 12 or Services Specialist 12; or, two years of experience equivalent to a Social Work Specialist P11, Services Specialist P11, or Child Welfare Consultant P11.

Special Requirements, Licenses, and Certifications

Some travel is required as part of the duties of this job.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SOCWORSPL

Job Code Description

SOCIAL WORK SPECIALIST SPLST

Position Title

Social Work Specialist 2

Position Code

SOCWSPL2

Pay Schedule

W22-061

KM

07/28/2019