



CLASSIFICATION SPECIFICATION

CLASS NUMBER 30135

SOCIAL SERVICES SUPERVISOR 2

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Social Services Supervisor 2 may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Social Services Supervisor 2 classification is to provide direct supervision to Social Services Supervisor 1's. The Social Services Supervisor 2 classification also plans, implements, and administers State mandated programs. The Social Services Supervisor 2 classification also conducts contracting for Social Services programs and prepares the budget for Social Services Division.

Duties

Frequency: 35% +/- 15%

- I. Provides direct supervision to Social Services Supervisor 1's.
 - A. Determines need for new staff members
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.
 - I. Monitors information inputted into the computer system (e.g., FACSIS) by Social Services employees.
 - J. Provides technical assistance to supervisors.

Frequency 35% +/- 15%

- II. Plans, implements and/or administers state mandated programs.

Frequency 10% +/- 5%

- III. Administers, monitors, and/or negotiates contracts for social services programs.

Frequency 10% +/- 5%

- IV. Prepares budget for Social Services Division.

Frequency 5% +/- 2%



V. Performs public relations functions.

Frequency 5% +/- 2%

VI. Attends meetings, training sessions, seminars and conferences related to social services.



**KSA'S FOR THE
JOB CLASSIFICATION OF
SOCIAL SERVICES SUPERVISOR 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	<p>Supervisory practices; Office practices and procedures concerning All aspects of Social Services programs, policies, etc.; Department of Human Services grievance system; Basic mathematical principles; Payroll practices; Training practices; Federal, State and local laws, rules, policies and procedures as they affect Social Services operations; Case management principles; Counseling practices; Legal issues concerning Social Services; Agency computer system (e.g., FACSIS, CRIS-E); Personnel practices; Interviewing practices; English grammar and composition; Social welfare issues; Typing principles; Word processing practices; Development of job descriptions; Social Services programs; Case management principles; Disciplinary procedures; The ADA and CRA.</p>	<p>Typing; Word processing; Oral communication; Organization; Writing; Counseling; Interviewing; Advising.</p>	<p>Resolve recurring, standard problems; Resolve a wide range of problems; Extract information from various sources; Interpret Social Services policies and procedures; Give or exchange facts and routine information with others; Work with others; Listen for problems or issues and provide responses and explanations; Coordinate the actions of others; Interact with hostile or angry clients; Comprehend written material; Answer routine questions/inquires; Maintain accurate records Perform basic mathematical operations; Supervise others; Understand complex, technical manuals; Complete forms; Work independently; Prepare correspondence; Interview others; Work on multiple tasks/projects; Monitor the work of others; Assign work to others; Work with children, the physically handicapped, the mentally challenged and the elderly; Train others; Read, copy, and record figures; Recognize errors in the work of others; Discipline others; Make independent decisions; Interpret technical material; Explain legal and technical issues to others; Explain Social Services assignments and procedures to others; Perform basic mathematical operations; Write reports; Use computers; Sort material numerically, alphabetically, and chronologically; Write and revise job descriptions for Social Services staff; Comprehend written material (e.g., Federal and State policies, procedures, rules, laws, regulations, etc.); Monitor Social Services programs; Evaluate Social Services programs; Conduct case assessments.</p>



<p>II</p>	<p>Social Services programs; Office practices and procedures; Federal, State, and local laws, rules, regulations, and procedures pertaining to Social Services; Contracts; Negotiating tactics; Administrative practices; Intermediate level mathematics principles; English grammar and composition; Interviewing principles; Counseling practices; State Hearing and court procedures; Social Services program planning, implementation and administration; Fiscal management; Social welfare issues; Typing principles; Word processing principles.</p>	<p>Typing; Word processing; Oral communication; Writing; Counseling; Negotiating; Advising; Organization; Interviewing.</p>	<p>Resolve recurring, standard problems; Resolve a wide range of problems; Extract information from various sources; Interpret Social Services policies and procedures; Give or exchange facts and routine information with others; Contract with private providers; Plans, implements and administers Social Services programs; Work with others; Listen for problems or issues and provide responses and explanations; Coordinate the actions of others; Interact with hostile or angry clients; Comprehend written material (e.g., Federal and State policies, procedures, rules, laws, regulations, etc.); Monitor Social Services programs; Evaluate Social Services programs; Write technical reports; Create service delivery systems; Testify in court; Perform intermediate level mathematical operations; Answer routine questions/inquires; Maintain accurate records supervise others; Understand complex, technical manuals; Complete forms; Work independently; Prepare correspondence; Interview others; Work on multiple tasks/projects; Monitor the work of others; Assign work to others; Work with children, the physically handicapped, the mentally challenged and the elderly; Train others; Read, copy, and record figures; Recognize errors in the work of others; Discipline others; Make independent decisions; Interpret technical material; Explain legal and technical issues to others; Explain Social Services assignments and procedures to others; Perform basic mathematical operations; Write reports; Use computers; Sort material numerically, alphabetically, and chronologically.</p>
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<p>III</p>	<p>Negotiating and contracting (e.g., Title XX, Day care, etc.); Fiscal management; Program administration; Office procedures, policies and practices; Typing principles; Word processing functions; Social Services programs; Federal, State, and local laws, rules, regulations, and procedures pertaining to Social Services; Administrative practices; Intermediate level mathematical principles; English grammar and composition; Social Services program planning, implementation and administration; Purchasing practices; Social welfare issues.</p>	<p>Typing; Word processing; Oral communication; Writing; Negotiating; Advising; Organization.</p>	<p>Resolve recurring, standard problems; Resolve a wide range of problems; Extract information from various sources; Interpret Social Services policies and procedures; Give or exchange facts and routine information with others; Contract with private providers; Work with others; Listen for problems or issues and provide responses and explanations; Prepare and monitor contracts and spending for Social Services; Coordinate the actions of others; Comprehend written material (e.g., Federal and State policies, procedures, rules, laws, regulations, etc.); Monitor Social Services programs; Evaluate Social Services programs; Write technical reports; Create service delivery systems; Perform intermediate level mathematical operations; Answer routine questions/inquires; Maintain accurate records; Understand complex, technical manuals; Complete forms; Work independently; Prepare correspondence; Work on multiple tasks/projects; Read, copy, and record figures; Make independent decisions; Interpret technical material; Explain legal and technical issues to others; Write reports; Use computers; Sort material numerically, alphabetically, and chronologically.</p>
<p>IV</p>	<p>Social Services programs; Fiscal/budgetary management; Administrative practices; Federal, State, and local laws, rules and regulations concerning Social Services; Social Services program planning, development and implementation; Management issues; Auditing procedures; English grammar and composition; Purchasing practices; Public administration; Social welfare issues; Intermediate level mathematical principles.</p>	<p>Writing; Oral communication; Advising; Organization; Negotiating; Contracting.</p>	<p>Resolve recurring, standard problems; Resolve a wide range of problems; Extract information from various sources; Interpret Social Services policies and procedures; Give or exchange facts and routine information with others; Work with others; Listen for problems or issues and provide responses and explanations; Comprehend written material (e.g., Federal and State policies, procedures, rules, laws, regulations, etc.); Monitor Social Services programs; Evaluate Social Services programs; Write technical reports; Perform intermediate level mathematical operations; Maintain accurate records; Understand complex, technical manuals; Complete forms; Prepare budgets; Work independently; Prepare correspondence; Work on multiple tasks/projects;</p>



			<p>Read, copy, and record figures; Make independent decisions; Interpret technical material; Use computers; Sort material numerically, alphabetically, and chronologically.</p>
V	<p>Agency programs and practices; Social Services programs; Federal, State, and local laws, rules and regulations concerning Social Services; Social Services program planning, development and implementation; Management issues; English grammar and composition; Public relations issues and practices; Social welfare issues; Automobile practices and operation.</p>	<p>Organization; Public speaking; Writing; Advising.</p>	<p>Operate a motor vehicle; Work on multiple projects ; Give or exchange facts and routine information with others; Speak before an audience; Represent Agency at meetings and conferences; Work with others; Listen for problems or issues and provide responses and explanations; Comprehend written material (e.g., Federal and State policies, procedures, rules, laws, regulations, etc.); Write technical reports; Understand complex, technical manuals; Complete forms; Sort material numerically, alphabetically , and chronologically.</p>
VI	<p>Social Services programs; Federal, State, and local laws, rules and regulations concerning Social Services.</p>	<p>Oral Communication; Public speaking.</p>	<p>Understand manuals and verbal instructions; Listen and understand complex sets of verbal instructions for familiar and unfamiliar tops; Work with others; Interpret policies and procedures; Interpret technical material; Handle contacts with outside agencies; Explain legal and technical issues to others.</p>



Minimum Qualifications

- Two years experience as a Social Services Supervisor 1, 30134.

- Or completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires two years experience in a position similar to a Social Services Supervisor 1, 31034.

- Or two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses or twelve months experience in social welfare or other sociology-related topic, two courses or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires two years experience in a position similar to a Social Services Supervisor 1, 31034.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Note: Per Section 5153.122 (B) of the Ohio Revised Code, each supervisor hired by a public children services agency shall complete at least sixty hours of in-service training during the first year of the supervisor's continuous employment in that position. After the first year of continuous employment as a supervisor, the supervisor annually shall complete thirty hours of training in areas relevant to the supervisor's assigned duties.

Unusual Working Conditions/Hazards

The incumbent, as a supervisor, is responsible for the safety and health of neglected or abused children and older adults and for the enforcement of laws and standards concerning the safety or health of neglected or abused children and adults. The incumbent is responsible for supervising employees who must pay attention to ensure that their actions do not create dangerous situations for individuals who have been subject to abuse or neglect. Additionally, the incumbent generally works under favorable working conditions. The incumbent performs his/her works in a stable office environment. As such, the position involves very limited probability of any injury. Also, the probability of accidents or health hazard is negligible.