Job Code Catalog: Social Services As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSM010	Mgr, Social Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	L

Job Summary

Manages the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of individuals and communities. Directs subordinate supervisors and staff.

Entry Qualifications

Master's degree in a related area from an accredited college or university AND One year of supervisory experience in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Two years of supervisory experience in a human service delivery program OR Related certification AND One year of supervisory experience in a human service delivery program OR Two years of experience at the lower level (SSP023) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSM011	Mgr 2, Social Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

Job Summary

Leads the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of individuals and communities. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

Entry Qualifications

Master's degree in a related area from an accredited college or university AND One year of management of subordinate supervisors in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Two years of management of subordinate supervisors in a human service delivery program OR Related certification AND One year of management of subordinate supervisors in a human service delivery program OR Two years of experience at the lower level (SSM010) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSM012	Mgr 3, Social Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

Job Summary

Leads, evaluates, and assists with the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of individuals and communities. Directs subordinate managers and staff.

Entry Qualifications

Master's degree in a related area from an accredited college or university AND Two years of management of subordinate managers/supervisors in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Five years experience, including three years of management of subordinate managers/supervisors in a human service delivery program OR Related certification AND Two years of management of subordinate managers/supervisors in a human service delivery program OR Three years of experience at the lower level (SSM011) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSM013	**Sr Mgr, Social Svcs**	Front Line Mgr	Senior Manager	Professionals	SWD	O

Job Summary

Directs and controls the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of individuals and communities. Provides leadership to subordinate managers and staff.

Entry Qualifications

Master's degree in a related area from an accredited college or university AND Two years of management of subordinate managers/supervisors in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Five years experience, including three years of management of subordinate managers/supervisors in a human service delivery program OR Related certification AND Two years of management of subordinate managers/supervisors in a human service delivery program OR Three years of experience at the lower level (SSM011) or position equivalent.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSM014	**Dir, Social Svcs**	Mid Level Mgr	Director	Officials and Administrators	SWD	P

Job Summary

Oversees the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of individuals and communities. Provides leadership to subordinate managers and staff.

Entry Qualifications

Master's degree in a related area from an accredited college or university AND Three years of management of subordinate managers/supervisors in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Six years experience, including Four years of management of subordinate managers/supervisors in a human service delivery program OR Related certification AND Three years of management of subordinate managers/supervisors in a human service delivery program OR Five years of experience at the lower level (SSM012) or position equivalent.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP010	**Vocational Consultant 1**	Professional	Professional Consultant	Office/Clerical	SWD	G

Job Summary

Under supervision assesses clients needs and designs and implements rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Entry Qualifications

Bachelor's degree from an accredited college or university in rehabilitation, social work, education or a related area.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP011	Vocational Consultant 2	Professional	Professional Consultant	Office/Clerical	SWD	H

Job Summary

Under general supervision, assesses clients needs and designs and implements rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Entry Qualifications

Master's degree in rehabilitation, social work, or a related field from an accredited college or university OR Bachelor's degree in rehabilitation, social work, education or a related area from an accredited college or university AND Two years of experience in vocational rehabilitation, human services, or a related field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP012	**Vocational Consultant 3**	Professional	Professional Consultant	Office/Clerical	SWD	I

Job Summary

Under broad supervision, assesses clients needs and designs and implements rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Entry Qualifications

Master's degree in rehabilitation, social work, or a related field from an accredited college or university AND One year of experience in a related area OR Bachelor's degree in rehabilitation, social work, education or a related area from an accredited college or university AND Three years of experience in vocational rehabilitation, human services, or a related field OR One year of experience at the lower level (SSP011) position equivalent.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP013	Vocational Consultant Spv	Supervisor	Supervisor	Professionals	SWD	J

Job Summary

Supervises and plans work of assigned staff. Assesses clients needs and designs and implements rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Entry Qualifications

Master's degree in rehabilitation, social work, or a related field from an accredited college or university AND Two years of experience in a related area OR Bachelor's degree in rehabilitation, social work, education or a related area from an accredited college or university AND Four years of experience in vocational rehabilitation, human services, or a related field OR Two years of experience at the lower level (SSP013) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP020	**Social Svcs Prgm Mgr 1**	Professional	Professional	Professionals	SWD	I

Job Summary

Under supervision, learns to plan, organize, or manage the activities of social service or community programs. Oversees the program or organization's policies regarding participant involvement, requirements, and benefits.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP021	Social Svcs Prgm Mgr 2	Professional	Professional	Professionals	SWD	J

Job Summary

Under general supervision, plans, organizes, or manages the activities of social service or community programs. Oversees the program or organization's policies regarding participant involvement, requirements, and benefits.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of professional experience in a human services field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP022	Social Svcs Prgm Mgr 3	Professional	Professional	Professionals	SWD	K

Job Summary

Under broad supervision, plans, organizes, or manages the activities of social service or community programs. Oversees the program or organization's policies regarding participant involvement, requirements, and benefits. May serve as lead worker.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Three years of professional experience in a human services field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP023	Social Svcs Prgm Mgr Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises and plans work of assigned staff. Coordinates the activities of social service or community programs. Oversees the program or organization's policies regarding participant involvement, requirements, and benefits.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Five years of experience in a human services field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP030	**Social Svcs Prgm Coord 1**	Professional	Professional	Professionals	SWD	H

Job Summary

Under supervision, plans, manages, and evaluates social services programs. Administers and coordinates the services and program activities in dependency, mental illness, youth development, or physical or developmental disability programs.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university. Note: Some positions require eligibility for licensure.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP031	Social Svcs Prgm Coord 2	Professional	Professional	Professionals	SWD	I

Job Summary

Under general supervision, plans, manages, and evaluates social services programs. Administers and coordinates the services and program activities in dependency, mental illness, youth development, or physical or developmental disability programs.

Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of related experience. Note: Some positions require eligibility for licensure.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP032	Social Svcs Prgm Coord 3	Professional	Professional	Professionals	SWD	J

Job Summary

Under broad supervision, plans, manages, and evaluates social services programs. Administers and coordinates the services and program activities in dependency, mental illness, youth development, or physical or developmental disability programs. May also act as a lead worker.

Entry Qualifications

Master's degree in a related field from an accredited college or university AND Two years of related experience OR Bachelor's degree in a related field from an accredited college or university AND Four years of related experience OR Two years at the lower level (SSP031) or position equivalent. Note: some positions require eligibility for licensure.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP033	Social Svcs Prgm Coord Spv	Supervisor	Supervisor	Professionals	SWD	K

Job Summary

Supervises and plans work of assigned staff. Plans, manages, and evaluates social services programs. Administers and coordinates the services and program activities in dependency, mental illness, youth development, or physical or developmental disability programs.

Entry Qualifications

Master's degree in a related field from an accredited college or university AND Three years of related experience, with at least one year in a supervisory role OR Bachelor's degree in a related field from an accredited college or university AND Five years of related experience OR One year at the lower level (SSP032) or position equivalent. Note: Some positions require eligibility for licensure.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP040	**Soc Svcs Prgm Consultant 1**	Professional	Professional Consultant	Professionals	SWD	I

Job Summary

Under supervision, conducts research involving data collection and analysis, develops and implements policy, and administers social services programs.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR Four years of related experience.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP041	Soc Svcs Prgm Consultant 2	Professional	Professional Consultant	Professionals	SWD	J

Job Summary

Under general supervision, conducts research involving data collection and analysis, develops and implements policy, and administers social services programs.

Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of related experience OR Five years of related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP042	Soc Svcs Prgm Consultant 3	Professional	Professional Consultant	Professionals	SWD	K

Job Summary

Under broad supervision, conducts research involving data collection and analysis, develops and implements policy, and administers social services programs.

Entry Qualifications

Master's degree in a related field from an accredited college or university AND Two years of related experience, One of which as a supervisor or lead worker OR Bachelor's degree in a related field from an accredited college or university AND Four years of related experience OR Two years at the lower level (SSP041) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP043	Soc Svcs Prgm Consultant Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises and plans work of assigned staff. Conducts research involving data collection and analysis, develops and implements policy, and administers social services programs.

Entry Qualifications

Master's degree in a related field from an accredited college or university AND Three years of related experience, One of which as a supervisor or lead worker OR Bachelor's degree in a related filed from an accredited college or university AND Five years of related experience, Two of which as a supervisor or lead worker OR One year at the lower level (SSP042) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP050	Economic Support Cons 1	Professional	Professional	Professionals	SWD	G

Job Summary

Under supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources. Records and evaluates personal and financial data obtained from individuals. Initiates procedures to grant, modify, deny, or terminate eligibility for various aid programs.

Entry Qualifications

Associate's degree from an accredited college OR High school diploma or GED AND Two years of related experience which involved customer contact/interaction.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP051	Economic Support Cons 2	Professional	Professional	Professionals	SWD	H

Job Summary

Under general supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources. Records and evaluates personal and financial data obtained from individuals. Initiates procedures to grant, modify, deny, or terminate eligibility for various aid programs.

Entry Qualifications

Bachelor's degree in a related filed from an accredited college or university OR Associate's degree from an accredited college AND One year of related experience OR High school diploma or GED AND Three years of related experience OR Two years at the lower level (SSP050) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP052	Economic Support Cons 3	Professional	Professional	Professionals	SWD	I

Job Summary

Under broad supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources. Records and evaluates personal and financial data obtained from individuals. Initiates procedures to grant, modify, deny, or terminate eligibility for various aid programs. Serves as lead worker.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND One year of related experience OR Associate's degree from an accredited college AND Three years of related experience OR High school diploma or GED AND Four years of related experience OR One year of at the lower level (SSP051) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP053	Economic Support Cons Spv	Supervisor	Supervisor	Professionals	SWD	J

Job Summary

Supervises and plans work of assigned staff. Interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources. Records and evaluates personal and financial data obtained from individuals. Initiates procedures to grant, modify, deny, or terminate eligibility for various aid

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Two years of related experience, with at least one year in a supervisory or team lead role OR Associate's degree from an accredited college AND Four years of related experience, with at least one year in a supervisory or team lead role OR One year of experience at the lower level (SSP052) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP060	Rehabilitation Counselor 1	Professional	Professional	Professionals	SWD	G

Job Summary

Under supervision, provides rehabilitation counseling services, referral services, and resident evaluation to assigned clients. Conducts interviews of assigned clients to identify problems, assess mental and educational status, and select applicable programs.

Entry Qualifications

Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science from an accredited college or university OR Associate's degree in a related area from an accredited college AND One year of related work experience OR Four years of directly related experience. Note: some positions may require specialized certification.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP061	Rehabilitation Counselor 2	Professional	Professional	Professionals	SWD	H

Job Summary

Under general supervision, provides rehabilitation counseling services, referral services, and resident evaluation to assigned clients. Conducts interviews of assigned clients to identify problems, assess mental and educational status, and select applicable programs.

Entry Qualifications

Master's degree in education, counseling, rehabilitation counseling, or a closely related field from an accredited college or university OR Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science from an accredited college or university AND One year of professional experience in social work, counseling or equivalent areas OR One year at the lower level (SSP060) or position equivalent. Note: Some positions may require specialized certification.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP062	Rehabilitation Counselor 3	Professional	Professional	Professionals	SWD	I

Job Summary

Under broad supervision, provides rehabilitation counseling services, referral services, and resident evaluation to assigned clients. Conducts interviews of assigned clients to identify problems, assess mental and educational status, and select applicable programs. Mentors lower level counselors. May serve as lead worker.

Entry Qualifications

Master's degree in education, counseling, rehabilitation counseling, or a closely related field from an accredited college or university AND One year of professional experience in social work, counseling or equivalent areas OR Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science from an accredited college or university AND Two years of related experience OR One year at the lower level (SSP061) or position equivalent. Note: Some positions may require specialized certification.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP063	Rehabilitation Counselor Spv	Supervisor	Supervisor	Professionals	SWD	J

Job Summary

Supervises and plans work of assigned staff. Coordinates rehabilitation counseling services, referral services, and resident evaluation. Manages human resource functions.

Entry Qualifications

Master's degree in education, counseling, rehabilitation counseling, or a closely related from an accredited college or university field AND Two years of professional experience in social work, counseling or equivalent areas OR Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science from an accredited college or university AND Three years of related experience OR One year at the lower level (SSP062) or position equivalent. Note: Some positions may require specialized certification.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP070	Social Svcs Spec 1	Professional	Professional	Professionals	SWD	G

Job Summary

Under supervision, learns to provide investigative and comprehensive case management for a caseload involving child/adult abuse or neglect.

Entry Qualifications

Bachelor's degree from an accredited college or university.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP071	Social Svcs Spec 2	Professional	Professional	Professionals	SWD	H

Job Summary

Under general supervision, provides investigative and comprehensive case management for a caseload involving child/adult abuse or neglect. Makes immediate and follow-up actions for at risk clients in need of protective services and/or placement.

Entry Qualifications

Master's degree in any behavioral science from an accredited college or university OR Bachelor's degree in Social Work from an accredited college or university AND One year of experience at lower level (SSP070) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP072	Social Svcs Spec 3	Professional	Professional	Professionals	SWD	I

Job Summary

Under broad supervision, provides investigative and comprehensive case management for a caseload involving child/adult abuse or neglect. Makes immediate and follow-up actions for at risk clients in need of protective services and/or placement. May serve as lead worker.

Entry Qualifications

Master's degree in Social Work from an accredited college or university OR Bachelor's degree in Social Work from an accredited college or university AND One year of experience at lower level (SSP071) or position equivalent AND/OR One year of law enforcement work in a related area.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP073	Social Svcs Spec Spv	Supervisor	Supervisor	Professionals	SWD	J

Job Summary

Supervises and plans work of assigned staff. Manages a social services unit that provides investigative and comprehensive case management for child/adult abuse or neglect. Directs professional staff in delivery of services, sets unit goals, and regulates workloads in accordance with agency goals. Ensures that immediate and follow-up actions for at risk clients occur in a timely manner.

Entry Qualifications

Master's degree in Social Work from an accredited college or university AND One year of experience in a lead/supervisory capacity OR Bachelor's degree in Social Work from an accredited college or university AND Two years of case management experience at the lower level (SSP072) or position equivalent. Note: For consideration in DFCS in Fulton and DeKalb Counties, the degree(s) must be in Social Work.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP080	**Advocate 1**	Professional	Professional	Professionals	SWD	G

Job Summary

Under supervision, provides personal support services and crisis intervention to clients. May serve as case managers and evaluate, investigate and resolve complaints. Acts as a liaison between client and service providers.

Entry Qualifications

Associate's degree in a related field from an accredited college. Note: Experience may substitute for education on a year-for-year basis.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP081	Advocate 2	Professional	Professional	Professionals	SWD	H

Job Summary

Under general supervision, provides personal support services and crisis intervention to clients. May serve as case managers and evaluate, investigate and resolve complaints. Acts as a liaison between client and service providers.

Entry Qualifications

Bachelor's degree in a related filed from an accredited college or university. Note: Experience may substitute for education on a year-for-year basis.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP082	Advocate 3	Professional	Professional	Professionals	SWD	I

Job Summary

Under broad supervision, provides assistance to victims in the alleviation of financial, emotional, and physical consequences of victimization. Provides information and referral services and assistance with outreach and public awareness activities. May serve as lead worker.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of experience in a related area OR Two years at the lower level (SSP081). Note: Experience may substitute for education on a year-for-year basis.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP083	Advocate Spv	Supervisor	Supervisor	Professionals	SWD	J

Job Summary

Supervises and plans work of assigned staff. Assists in planning, directing, and implementing victim advocacy and notification program. Assists in the development of uniform policy interpretations, procuring services, and/or evaluating quality and management.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Three years of experience in a related area OR Two years at the lower level (SSP082). Note: Experience may substitute for education on a year-for-year basis.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP090	**Employment Svcs Spec 1**	Professional	Professional	Professionals	SWD	F

Job Summary

Under supervision, provides career development and assessment services, job-training assistance, and/or other employment-related services. Conducts interviews with job, program or unemployment applicants to obtain the information needed to provide services.

Entry Qualifications

Associate's degree from an accredited college OR High school diploma or GED AND Two years of related experience.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP091	Employment Svcs Spec 2	Professional	Professional	Professionals	SWD	G

Job Summary

Under general supervision, provide career development and assessment services, job-training assistance, and/or other employment-related services. Conducts interviews with job, program or unemployment applicants to obtain the information needed to provide services.

Entry Qualifications

Associate's degree from an accredited college AND One year of related experience OR High school diploma or GED AND Three years of related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP092	Employment Svcs Spec 3	Professional	Professional	Professionals	SWD	H

Job Summary

Under broad supervision, provide career development and assessment services, job-training assistance, and/or other employment-related services. Conducts interviews with job, program or unemployment applicants to obtain the information needed to provide services. Develops and maintains cooperative relationships with area employers. Performs lead worker functions.

Entry Qualifications

Bachelor's degree from an accredited college or university OR Associate's degree from an accredited college AND Two years of related experience OR Two years at the lower level (SSP091) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP093	Employment Svcs Spec Spv	Supervisor	Supervisor	Professionals	SWD	I

Job Summary

Supervises and plans work of assigned staff. Directs an assigned staff and program in a field service office. Provide career development and assessment services, job-training assistance, and/or other employment-related services. Conducts interviews with job, program or unemployment applicants to obtain the information needed to provide services. Develops and maintains cooperative relationships with area employers.

Entry Qualifications

Bachelor's degree from an accredited college or university AND Two years of related experience OR Associate's degree from an accredited college AND Four years of related experience OR Two years at the lower level (SSP092) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP110	**Rehabilitation Technologist 1**	Professional	Professional	Professionals	SWD	H

Job Summary

Under supervision, provides assessment, technical assistance, and computer access assistive technology services to assist customers with rehabilitation and returning to work.

Entry Qualifications

Vocational or technical degree in area of emphasis from an accredited college OR One year of experience in the area of emphasis (fabrication, construction, etc.).

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP111	Rehabilitation Technologist 2	Professional	Professional	Professionals	SWD	I

Job Summary

Under general supervision, provides assessment, technical assistance, and computer access assistive technology services to assist customers with rehabilitation and returning to work.

Entry Qualifications

Vocational or technical degree in area of emphasis from an accredited college AND One year of related experience OR Two years of experience in the area of emphasis (fabrication, construction, etc.).

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP112	**Rehabilitation Technologist 3**	Professional	Professional	Professionals	SWD	J

Job Summary

Under broad supervision, provides assessment, technical assistance, and computer access assistive technology services to assist customers with rehabilitation and returning to work.

Entry Qualifications

Vocational or technical degree in area of emphasis from an accredited college AND Two years of related experience OR Four years of experience in the area of emphasis (fabrication, construction, etc.).

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP113	Rehab Technologist Spv	Supervisor	Supervisor	Professionals	SWD	K

Job Summary

Supervises and plans work of assigned staff. Provides assessment, technical assistance, and computer access assistive technology services to assist customers with rehabilitation and returning to work.

Entry Qualifications

Two years of experience at the lower level (SSP112) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP121	**Chaplain**	Professional	Professional	Professionals	SWD	H

Job Summary

Under general supervision, provides pastoral and religious counseling services to employees, patients, or inmates of an institution or prison. Incumbents attend to the religious and moral educational needs of those seeking pastoral help, counsel individuals seeking guidance, or serve in any other capacity that will lend emphasis to the needs of those seeking such help. May lead religious services, conduct individual or group sessions as part of treatment plans, and conduct funeral services.

Entry Qualifications

Bachelor's degree from an accredited college, seminary, or university AND Three years of experience in the ministry.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSP122	**Clinical Chaplain**	Professional	Professional	Professionals	SWD	I

Job Summary

Under broad supervision, provides clinical pastoral work and case management services to employees, patients, or inmates and at inpatient rehabilitation programs. Provides the religious guidance and education activities of a state institution and as a member of a psychiatric or rehabilitation team. May lead religious services, conduct individual or group sessions as part of treatment plans, and conduct funeral services.

Entry Qualifications

Bachelor's degree from an accredited college, seminary, or university AND Three years of experience in the ministry.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSS010	Client Support Worker 1	Support	Support - Labor	Paraprofessionals	SWD	B

Job Summary

Under direct supervision, assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility. Provides training of basic personal and social skills, simple academics, or work skills to consumers/students in a state school, hospital, juvenile detention facility, residence, group home, workshop, or supported employment environment.

Entry Qualifications

High school diploma or GED AND any combination of training and experience, which would have enabled the applicant to acquire the necessary knowledge, skills and abilities. Note: Some positions may require a valid driver's license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSS011	Client Support Worker 2	Support	Support - Labor	Paraprofessionals	SWD	C

Job Summary

Under general supervision, assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility. Observes and monitors client's behavior and charts observations and incidents. Provides training of basic personal and social skills, simple academics, or work skills to consumers/students in a state school, hospital, juvenile detention facility, residence, group home, workshop, or supported employment environment. May assist with meal preparation, ensuring or encouraging client group activity, providing transportation, and/or limited case management.

Entry Qualifications

Associate's degree in a related field from an accredited college OR One year experience providing social or direct care services to groups of special needs individuals in a human services setting OR One year experience at the lower level (SSS010) or position equivalent. Note: Some positions may require a valid driver's license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSS012	Client Support Worker 3	Support	Support - Labor	Paraprofessionals	SWD	D

Job Summary

Under broad supervision, assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility. Observes and monitors client's behavior and charts observations and incidents. Provides training of basic personal and social skills, simple academics, or work skills to consumers/students in a state school, hospital, juvenile detention facility, residence, group home, workshop, or supported employment environment. May assist with meal preparation, ensuring or encouraging client group activity, providing transportation, and/or limited case management. Performs lead worker functions to include assigning and reviewing subordinates work.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR Associate's degree in a related field from an accredited college AND One year of related experience OR Two years experience providing social or direct care services to groups of special needs individuals in a human services setting OR One year experience at the lower level (SSS011) or position equivalent. Note: Some positions may require a valid driver's license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SSS013	Client Support Worker Spv	Supervisor	Supervisor	Paraprofessionals	SWD	F

Job Summary

Supervises and plans work of assigned staff. Assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility. Observes and monitors client's behavior and charts observations and incidents. Provides training of basic personal and social skills, simple academics, or work skills to consumers/students in a state school, hospital, juvenile detention facility, residence, group home, workshop, or supported employment environment. May assist with meal preparation, ensuring or encouraging client group activity, providing transportation, and/or limited case management.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of related experience OR Associate's degree in a related field from an accredited college AND Two years of related experience OR Three years experience providing social or direct care services to groups of special needs individuals in a human services setting OR One year experience at the lower level (SSS012) or position equivalent. Note: Some positions may require a valid driver's license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST010	Social Svcs Tech 1	Technician	Technician - Uncertified	Paraprofessionals	SWD	D

Job Summary

Under direct supervision, provides a broad range of paraprofessional social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention.

Entry Qualifications

High school diploma or GED AND One year experience in a social services related position OR Two years at an accredited college or university with at least 15 credit hours in a social services related field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST011	Social Svcs Tech 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

Job Summary

Under general supervision, provides a broad range of paraprofessional social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties.

Entry Qualifications

Bachelor's degree in a social services related field from an accredited college or university OR High school diploma or GED AND Two years experience in a social services related position OR One year at the lower level (SST010) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST012	Social Svcs Tech 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

Job Summary

Under broad supervision, provides a broad range of social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties. Performs lead worker functions.

Entry Qualifications

Bachelor's degree in a social services related field from an accredited college or university AND One year experience in a social services related field OR High school diploma or GED AND Three years experience in a social services related position OR One year at the lower level (SST011) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST013	Social Svcs Tech Spv	Supervisor	Supervisor	Office/Clerical	SWD	G

Job Summary

Supervises and plans work of assigned staff. May supervise a broad range of social services provided to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties.

Entry Qualifications

Bachelor's degree in a social services related field from an accredited college or university AND Two years experience in a social services related position, with at least one year in a supervisory role OR High school diploma or GED AND Four years experience in a social services related position, with at least one year in a supervisory role OR One year at the lower level (SST012) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST030	**Soc Svc Claims/Benefits Tech 1**	Technician	Technician - Uncertified	Office/Clerical	SWD	F

Job Summary

Under direct supervision, provides benefit eligibility services to clients/consumers according to applicable policies and procedures, state and federal laws. Ensures equitable and appropriate resolution of claims. May develop and provide training.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR Associate's degree from an accredited college AND Two years of experience involving customer contact and/or interaction OR Three years experience in social services or related field.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST031	Soc Svc Claims/Benefits Tech 2	Technician	Technician - Uncertified	Office/Clerical	SWD	G

Job Summary

Under general supervision, provides benefit eligibility services to clients/consumers according to applicable policies and procedures, state and federal laws. Ensures equitable and appropriate resolution of claims. May develop and provide training.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of directly related experience OR Associate's degree from an accredited college AND Three years of experience involving customer contact and/or interaction OR Four years experience in social services or related field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST032	Soc Svc Claims/Benefits Tech 3	Technician	Technician - Uncertified	Office/Clerical	SWD	H

Job Summary

Under broad supervision, provides benefit eligibility services to clients/consumers according to applicable policies and procedures, state and federal laws. Ensures equitable and appropriate resolution of claims. May develop and provide training. May serve as lead worker.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of directly related experience OR Two years of experience at the lower level (SST031) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST033	Soc Svc Claims/Bfts Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	I

Job Summary

Supervises and plans work of assigned staff. Provides benefit eligibility services to clients/consumers according to applicable policies and procedures, state and federal laws. Ensures equitable and appropriate resolution of claims. May develop and provide training.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Three years of directly related experience OR Two years of experience at the lower level (SST032) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST040	**Interpreter 1**	Technician	Technician - Uncertified	Paraprofessionals	SWD	C

Job Summary

Under direct supervision, serves as an interpreter and translator for limited English proficient clients. Interprets and translates orally and in writing for clients.

Entry Qualifications

Proficiency in the foreign language specific to the position of assignment.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST041	Interpreter 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	D

Job Summary
Under general supervision, serves as an interpreter and translator for limited English proficient clients. Interprets and translates orally and in writing for clients.

Entry Qualifications
Proficiency in the foreign language specific to the position of assignment.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST042	Interpreter 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

Job Summary
Under broad supervision, serves as an interpreter and translator for limited English proficient clients. Interprets and translates orally and in writing for clients. May serve as lead worker.

Entry Qualifications
Bachelor's degree in a related area AND Two years of translating or interpreting experience AND fluency in english and in the foreign language specific to the position of assignment.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST043	**Interpreter Spv**	Supervisor	Supervisor	Paraprofessionals	SWD	F

Job Summary
Supervises and plans work of assigned staff. Serves as an interpreter and translator for limited English proficient clients. Interprets and translates orally and in writing for clients.

Entry Qualifications
Bachelor's degree in a related area AND Three years of translating or interpreting experience, One of which in a lead/supervisory role AND fluency in english and in the foreign language specific to the position of assignment.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST050	**Training/Employment Tech 1**	Technician	Technician - Uncertified	Paraprofessionals	SWD	D

Job Summary
Under direct supervision, identifies barriers to employment, refers clients to other support agencies, and assist clients/consumers with job readiness skills, job search strategies, and job interview preparation. Provides job placement and consumer/client employment assessments.

Entry Qualifications
High school diploma or GED AND Willingness to provide educational, social or direct care services to persons with diagnosed special needs or other populations.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST051	Training/Employment Tech 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

Job Summary

Under general supervision, identifies barriers to employment, refers clients to other support agencies, and assist clients/consumers with job readiness skills, job search strategies, and job interview preparation. Provides job placement and consumer/client employment assessments.

Entry Qualifications

Associate's degree in business management or behavioral sciences from an accredited college OR High school diploma or GED AND One year of experience providing education, social or direct care services to persons with diagnosed special needs or other populations.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST052	Training/Employment Tech 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

Job Summary

Under broad supervision, identifies barriers to employment, refers clients to other support agencies, and assist clients/consumers with job readiness skills, job search strategies, and job interview preparation. Provides job placement and consumer/client employment assessments.

Entry Qualifications

Bachelor's degree in business management, business administration, or behavioral sciences from an accredited college or university OR High school diploma or GED AND Three years of experience providing education, social or direct care services to persons with diagnosed special needs or other populations OR Two years of experience at the lower level (SST051) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST053	Training/Employment Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	G

Job Summary

Supervises and plans work of assigned staff. Identifies barriers to employment, refers clients to other support agencies, and assist clients/consumers with job readiness skills, job search strategies, and job interview preparation. Provides job placement and consumer/client employment assessments.

Entry Qualifications

Bachelor's degree in business management, business administration, or behavioral sciences from an accredited college or university AND One year of related experience OR High school diploma or GED AND Three years of experience providing educational, social or direct care services to persons with diagnosed special needs or other populations, with at least one year supervisory experience OR Two years of experience at the lower level (SST052) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST060	Child Support Svcs Agent 1	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

Job Summary

Under direct supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.

Entry Qualifications

Associate's degree from an accredited college OR High school or GED AND One year of experience which involved interviewing, collections, customer service, and other related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST061	Child Support Svcs Agent 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

Job Summary

Under general supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.

Entry Qualifications

Bachelor's degree from an accredited college or university OR high school diploma or GED AND Two years of experience, which involved interviewing, collections, customer service, and other, related experience OR One year of experience at the lower level (SST060) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST062	Child Support Svcs Agent 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	G

Job Summary

Under broad supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations. Conducts administrative hearings. May serve as lead worker.

Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of relevant experience OR High school diploma or GED AND Three years of relevant experience OR Two years of experience at the lower level (SST061) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST063	Child Support Svcs Agent Spv	Supervisor	Supervisor	Paraprofessionals	SWD	H

Job Summary

Supervises and plans work of assigned staff. Manages a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.

Entry Qualifications

Bachelors degree from an accredited college or university AND Two years of relevant experience OR High school diploma or GED AND Four years of relevant experience, Two of which at an advanced/supervisory level OR Two years of experience at the lower level (SST062) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST070	Economic Support Spec 1	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

Job Summary

Under direct supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources.

Entry Qualifications

High school diploma or GED AND One year of related experience which involved customer contact/interaction OR Completion of 90 quarter hours (60 semester hours) at an accredited college or university.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST071	Economic Support Spec 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

Job Summary

Under general supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR High school diploma or GED AND Two years of related experience OR Completion of 90 quarter hours (60 semester hours) at an accredited college or university AND One year of full-time (or equivalent part-time) work experience which involved customer contact/interaction as a regular part of the job OR One year at the lower level (SST070) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST072	Economic Support Spec 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	G

Job Summary

Under broad supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources. May serve as lead worker.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of related experience OR High school diploma or GED AND Three years of related experience OR One year at the lower level (SST071) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
SST073	Economic Support Spec Spv	Supervisor	Supervisor	Paraprofessionals	SWD	H

Job Summary

Supervises and plans work of assigned staff. Oversees unit that determines eligibility for social programs and resources. Interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of related experience, with at least one year in a supervisory or team lead role OR High school diploma or GED AND Four years of related experience, with at least one year in a supervisory or team lead role OR One year of experience at the lower level (SST072) or position equivalent.

Comment n/a