

Job Code Catalog: Social Services

As of: 1/23/25

Job Code	Job Title	Salary Plan	Grade
SSM010	Mgr, Social Svcs	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
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 Bachelor's degree in a related area from an accredited college or university and two (2) years of job-related supervisory experience in a human service delivery program; or related certification and one (1) year of job-related supervisory experience in a human service delivery program; or two (2) years of experience at the lower level Social Svcs Prgm Mgr Spv (SSP023) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SSM011	Mgr 2, Social Svcs	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24	Max Salary \$91,043.76	
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 Bachelor's degree in a related area from an accredited college or university and three (3) years of job-related subordinate management experience in a human service delivery program; or related certification and two (2) years of job-related subordinate management experience in a human service delivery program; or two (2) years of experience at the lower level Mgr 1, Social Svcs (SSM010) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SSM012	Mgr 3, Social Svcs	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29	Max Salary \$101,579.45	
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 Bachelor's degree in a related area from an accredited college or university and four (4) years of experience, which includes two (2) years of subordinate managerial or supervisory experience in a human service delivery program; or related certification and three (3) years of job-related subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of experience at the lower level Mgr 2, Social Svcs (SSM011) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSM013	Sr Mgr, Social Svcs	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
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 Bachelor's degree in a related area from an accredited college or university and five (5) years of experience, which includes three (3) years of subordinate managerial or supervisory experience in a human service delivery program; or related certification and four (4) years of job-related subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of experience at the lower level Mgr 3, Social Svcs (SSM012) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM014	Dir, Social Svcs	SWD	P
Min Salary \$76,821.60	Mid Salary \$101,879.70		Max Salary \$126,937.80
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 Bachelor's degree in a related area from an accredited college or university and six (6) years of job-related experience, which includes four (4) years of subordinate managerial or supervisory experience in a human service delivery program; or related certification and five (5) years of job-related subordinate managerial or supervisory experience in a human service delivery program; or five (5) years of experience required at the lower level Sr Mgr, Social Svcs (SSM013) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SSM060	Mgr, Child Support Services	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Manages the development and administration of a child support branch office, including establishing and enforcing support orders, and investigative, compliance, legal, and clerical support activities. Child Support Services Managers have department-wide responsibilities for various child support programs and, as members of the division's management team; help determine the division's overall direction. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and two (2) years of job-related subordinate supervisory experience in a human service delivery program or related program; or two (2) years of experience at the lower level Child Support Services Supervisor (SST064) or position equivalent; or four (4) years of experience at the lower level Child Support Svcs Agent 3 (SST062); or three (3) years of experience at the lower level Child Support Svcs Agent 4 (SST063).		

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Job Code	Job Title	Salary Plan	Grade
SSM061	Mgr 2, Child Support Services	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
Job Summary Leads the development and administration of a child support office policies and programs, including establishing and enforcing support orders, and investigative, compliance, legal, and clerical support activities. Child Support Services Managers have division-wide responsibilities for various child support programs and, as members of the division's management team; help determine the division's overall direction. Directs subordinate managers, supervisors and staff. Will manage large numbers of agency staff; has large scope of responsibility within agency.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and three (3) years of subordinate managerial experience in a human service delivery program; or two years of experience at the lower level Mgr, Child Support Services (SSM060) or position equivalent; or four (4) years of experience at the lower level Child Support Services Supervisor (SST064) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM062	Mgr 3, Child Support Services	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24	Max Salary \$91,043.76	
Job Summary Leads, evaluates and assists in the development and administration of child support offices, including regionally supporting policies and programs, establishing and enforcing support orders, and investigative, compliance, legal, and clerical support activities. Child Support Services Managers have division-wide responsibilities for various child support programs and, as members of the division's management team; help determine the division's overall direction. Directs subordinate managers and staff; has large scope of responsibility within agency.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and five (5) years of experience, including three (3) years of subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of experience at the lower-level Mgr. 2, Child Support Services (SSM061) or position equivalent; or five (5) years of experience at the lower level Mgr, Child Support Services (SSM060) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM070	Cnty Dir 1, Child Welfare Svcs	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24	Max Salary \$91,043.76	
Job Summary Oversees Child Welfare Services and administrative operations of a Class 1 County DFCS office. Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and two (2) years 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 (2) years of experience at the lower level Child Welfare Svcs Spec Spv (SSP073) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSM071	Cnty Dir 2, Child Welfare Svcs	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
Job Summary Oversees Child Welfare Services and administrative operations of a Class 2 County DFCS office. Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and three (3) years of supervisory experience in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and one (1) year of experience at the lower level Child Welfare Svcs Cnty Dir 1(SSM070) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM072	Cnty Dir 3, Child Welfare Svcs	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29		Max Salary \$101,579.45
Job Summary Oversees Child Welfare Services and administrative operations of a Class 3 County DFCS office. Leads the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and three (3) years of subordinate management experience in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and one (1) year of experience at the lower level Child Welfare Svcs Cnty Dir 2 (SSM071) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM073	Cnty Dir 4, Child Welfare Svcs	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
Job Summary Oversees Child Welfare Services and administrative operations of a Class 4 County DFCS office. Leads the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate managers and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and four (4) years of experience which includes two (2) 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 two (2) years of experience at the lower level Child Welfare Svcs Cnty Dir 3 (SSM072) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSM074	Cnty Dir 5, Child Welfare Svcs	SWD	P
Min Salary	Mid Salary	Max Salary	
\$76,821.60	\$101,879.70	\$126,937.80	
Job Summary		Entry Qualifications	
Oversees Child Welfare Services and administrative operations of a Class 5 County DFCS office. Leads the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Provides leadership to subordinate managers and staff.		Bachelor's degree in a related area from an accredited college or university and five (5) years of experience which includes three (3) 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 three (3) years of experience at the lower level Child Welfare Svcs Cnty Dir 4 (SSM073) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSM075	Cnty Dir 6, Child Welfare Svcs	SWD	Q
Min Salary	Mid Salary	Max Salary	
\$85,508.41	\$113,824.07	\$142,139.72	
Job Summary		Entry Qualifications	
Oversees Child Welfare Services and administrative operations of a Class 6 County DFCS office. Leads the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Provides leadership to subordinate managers and staff.		Bachelor's degree in a related area from an accredited college or university and six (6) years of experience, including four (4) years of subordinate managerial or supervisory experience in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and five (5) years of experience required at the lower level Child Welfare Svcs Cnty Dir 5 (SSM074) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSM080	Program Dir, Child Welfare Svc	SWD	N
Min Salary	Mid Salary	Max Salary	
\$62,331.12	\$81,955.29	\$101,579.45	
Job Summary		Entry Qualifications	
Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate managers and staff.		Bachelor's degree in a related area from an accredited college or university and two (2) years experience managing subordinate supervisors in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and two (2) years of experience at the lower level Child Welfare Svcs Admr (SSP164) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSM083	Cnty Dep Dir 4, Child Welfare	SWD	M
Min Salary	Mid Salary	Max Salary	
\$56,310.72	\$73,677.24	\$91,043.76	
Job Summary		Entry Qualifications	
Assists with oversight of Child Welfare Services and administrative operations of a Class 4 County Dept. of Family and Children Services. Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate managers/supervisors and staff.		Bachelor's degree in a related area from an accredited college or university and three (3) years of subordinate management experience in a human service delivery program or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSM084	Cnty Dep Dir 5, Child Welfare	SWD	O
Min Salary	Mid Salary	Max Salary	
\$69,134.16	\$91,309.47	\$113,484.78	
Job Summary		Entry Qualifications	
Assists with oversight of Child Welfare Services and administrative operations of a Class 5 County Dept. of Family and Children Services. Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate managers/supervisors and staff.		Bachelor's degree in a related area from an accredited college or university and four (4) years of subordinate management experience in a human service delivery program or four (4) years of experience at the lower level Child Welfare Svc Dpty Cnty D4 (SSM083) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSM085	Cnty Dep Dir 6, Child Welfare	SWD	P
Min Salary	Mid Salary	Max Salary	
\$76,821.60	\$101,879.70	\$126,937.80	
Job Summary		Entry Qualifications	
Assists with oversight of Child Welfare Services and administrative operations of a Class 6 County Dept. of Family and Children Services. Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate managers/supervisors and staff.		Bachelor's degree in a related area from an accredited college or university and five (5) years of subordinate management experience in a human service delivery program or five (5) years of experience at the lower level Child Welfare Svc Dpty Cnty D5 (SSM084) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSM090	Deputy Dist Mgr, Elig Services	SWD	L
Min Salary	Mid Salary	Max Salary	
\$50,982.94	\$66,351.55	\$81,720.15	
Job Summary		Entry Qualifications	
Under the supervision of the District Manager, the Deputy District Manager is responsible for collaborating with the District Manager to develop strategies, goals and objectives to achieve the DHS-DFCS mission, vision and core values. Serves as one of two primary points of contact for DHS Leadership and DFCS employees in the absence of the OFI District Manager(s) for the Statewide Renewal Team. Strong ability to work effectively at multiple levels of the organization and with multiple project teams as well as external stakeholders is a must. This role requires excellent planning and organizational management skills.		Bachelor's degree in a related area from an accredited college or university and two (2) years of supervisory experience in a human service delivery program; or two (2) years of experience at the lower level Eligibility Svcs Administrator (SST074) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSM091	District Manager, Elig Svcs	SWD	M
Min Salary	Mid Salary	Max Salary	
\$56,310.72	\$73,677.24	\$91,043.76	
Job Summary		Entry Qualifications	
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.		Bachelor's degree in a related area from an accredited college or university and four (4) years of supervisory experience in a human service delivery program; or two (2) years of experience at the lower level Deputy Dist Mgr, Elig Services(SSM090) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
SSM100	Regional Dir, Child Welfare	SWD	R
Min Salary	Mid Salary	Max Salary	
\$95,324.50	\$127,321.19	\$159,317.88	
Job Summary		Entry Qualifications	
Oversees a diverse reange of support, operational and programmatic activities for a Child Welfare Services Region. Recommends and implements policies and programs designed to protect children and families with high-level decision-making capabilities. Provides strategic leadership to subordinate managers, and ensures mandated services with priority of child safety and service provision to children and families.		Bachelor's degree in a related area from an accredited college or university and seven (7) years of experience, including four (5) years of subordinate managerial or supervisory experience in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and five (6) years of experience required at the lower level Child Welfare Svcs Cnty Dir 6 (SSM075) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSM110	Mgr, Aging Svcs	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
Job Summary Manages the development and administration of policies and programs of aging services in accordance with state law and Department/Division policy and procedure. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and two (2) years of job-related supervisory experience in a human service delivery program; or two (2) years of experience at the lower level Adult Protective Svcs CM Spv (SSP173) or position equivalent; or two (2) years of experience at the lower level APS Intake CM Spv (SSP183) or position equivalent; or two (2) years of experience at the lower level Adult Guardianship CM Spv (SSP193) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM111	Mgr 2, Aging Svcs	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29		Max Salary \$101,579.45
Job Summary Leads and manages the development and administration of policies and programs of aging services in accordance with state law and Department/Division policy and procedure. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within the agency.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and four (4) years of experience, which includes two (2) years of subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of job related subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of experience at the lower level Mgr, Aging Svcs (SSM110) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSM112	Sr Mgr, Aging Svcs	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
Job Summary Directs and controls the development and administration of policies and programs of aging services in accordance with state law and Department/Division policy and procedure. Provides leadership to subordinate managers and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and five (5) years of experience, which includes three (3) years of subordinate managerial or supervisory experience in a human service delivery program; or four (4) years of job related subordinate managerial or supervisory experience in a human service delivery program; or three (3) years of experience at the lower level Mgr 2, Aging Svcs (SSM111) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP010	Vocational Consultant 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
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 in rehabilitation, social work, education, or other closely related area from an accredited college or university.		
Job Code	Job Title	Salary Plan	Grade
SSP011	Vocational Consultant 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 Bachelor's degree in rehabilitation, social work, education, or a related area from an accredited college or university and two (2) years of job-related experience in vocational rehabilitation, human services, or a related field; or one (1) year of experience at the lower level Vocational Consultant 1 (SSP010) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP012	Vocational Consultant 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 Bachelor's degree in rehabilitation, social work, education, or a related area from an accredited college or university and three (3) years of job-related experience in vocational rehabilitation, human services, or a related field; or one (1) year of experience at the lower level Vocational Consultant 2 (SSP011) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP013	Vocational Consultant Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. 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 in rehabilitation, social work, education, or a related area from an accredited college or university and four (4) years of job-related experience in vocational rehabilitation, human services, or a related field, and which includes two (2) years in a lead worker, team lead, or supervisory role; or two (2) years of experience required at the lower level Vocational Consultant 3 (SSP012) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSP020	Prgm Mgr 1, Social Svcs	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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.	

Job Code	Job Title	Salary Plan	Grade
SSP021	Prgm Mgr 2, Social Svcs	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
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 (2) years of professional job-related experience in a human services field; or two (2) years of experience at the lower level Social Svcs Prgm Mgr 1 (SSP020) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSP022	Prgm Mgr 3, Social Svcs	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37	Max Salary \$73,287.92	
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 (3) of professional job-related experience in a human services field; or two (2) years of experience at the lower level Social Svcs Prgm Mgr 2 (SSP021) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP023	Social Svcs Prgm Mgr Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 (5) years of experience in a human services field, which includes two (2) years in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Social Svcs Prgm Mgr 3 (SSP022) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP030	Social Svcs Prgm Coord 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72	Max Salary \$56,872.73	
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.		

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Job Code	Job Title	Salary Plan	Grade
SSP031	Social Svcs Prgm Coord 2	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 Bachelor's degree in a related field from an accredited college or university and two (2) years of job-related experience; or two (2) years of experience at the lower level Social Svcs Prgm Coord 1 (SSP030) or position equivalent. Note: Some positions require eligibility for licensure.	
Job Code	Job Title	Salary Plan	Grade
SSP032	Social Svcs Prgm Coord 3	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
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 Bachelor's degree in a related field from an accredited college or university and four (4) years of job-related experience; or two (2) years experience at the lower level Social Svcs Prgm Coord 2 (SSP031) or position equivalent. Note: Some positions require eligibility for licensure.	
Job Code	Job Title	Salary Plan	Grade
SSP033	Social Svcs Prgm Coord Spv	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 Bachelor's degree in a related field from an accredited college or university and six (6) years of job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or one (1) year of experience at the lower level Social Svcs Prgm Coord 2 (SSP031) or position equivalent. Note: Some positions require eligibility for licensure.	

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Job Code	Job Title	Salary Plan	Grade
SSP040	Social Svcs Prgm Consultant 1	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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.		
Job Code	Job Title	Salary Plan	Grade
SSP041	Social Svcs Prgm Consultant 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Under general 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 and two (2) years of job-related experience; or two (2) years experience at the lower level Social Svcs Prgm Consultant 1 (SSP040) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP042	Social Svcs Prgm Consultant 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Under broad 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 and four (4) years of professional job-related experience which includes one (1) year in a lead worker, team leader, or supervisory role; or two (2) years of experience at the lower level Social Svcs Prgm Consultant 2 (SSP041) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP043	Soc Svcs Prgm Consultant Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. 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 and five (5) years of professional job-related experience, which includes two (2) years in a lead worker, team leader, or supervisory role; or one (1) year of experience at the lower level Social Svcs Prgm Consultant 3 (SSP042) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP050	Economic Support Cons 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
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 High school diploma/GED and two (2) years of related experience.	

Job Code	Job Title	Salary Plan	Grade
SSP051	Economic Support Cons 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 High school diploma/GED and three (3) years of related experience; or one (1) year of experience at the lower level Economic Support Cons 1 (SSP050) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSP052	Economic Support Cons 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 High school diploma/GED and four (4) years of related experience; or one (1) year of at the lower level Economic Support Cons 2 (SSP051) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSP053	Economic Support Cons Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 programs.	Entry Qualifications Associate degree from an accredited college and four (4) years of job-related experience, including one (1) year as lead worker, team leader, or supervisory role; or one (1) year of experience at the lower level Economic Support Cons 3 (SSP052) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP060	Rehabilitation Counselor 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
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 High school diploma/GED and four (4) years of related experience; or one (1) year of at the lower level Economic Support Cons 2 (SSP051) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP061	Rehabilitation Counselor 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science field from an accredited college or university and one (1) year of professional experience in social work, counseling, or equivalent areas; or one (1) year of experience at the lower level Rehabilitation Counselor 1 (SSP060) or position equivalent. Note: Some positions may require specialized certification.		

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Job Code	Job Title	Salary Plan	Grade
SSP062	Rehabilitation Counselor 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science field from an accredited college or university and two (2) years of professional experience in social work, counseling, or equivalent areas; or one (1) year of experience at the lower level Rehabilitation Counselor 2 (SSP061) or position equivalent. Note: Some positions may require specialized certification.	

Job Code	Job Title	Salary Plan	Grade
SSP063	Rehabilitation Counselor Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates rehabilitation counseling services, referral services, and resident evaluation. Supervises human resources functions.		Entry Qualifications Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science field from an accredited college or university and three (3) years of professional experience in social work, counseling, or equivalent areas; or one (1) year of experience at the lower level Rehabilitation Counselor 3 (SSP062) or position equivalent. Note: Some positions may require specialized certification.	

Job Code	Job Title	Salary Plan	Grade
SSP070	Child Welfare Svc Case Mgr 1	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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.	

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Job Code	Job Title	Salary Plan	Grade
SSP071	Child Welfare Svc Case Mgr 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
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 Bachelor's of Social Work from an accredited college or university; or Bachelor's degree in any behavioral science and one (1) year of job-related case management experience; or one (1) year of experience at the lower level Child Welfare Svcs Spec 1 (SSP070) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSP072	Child Welfare Svc Case Mgr 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
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 Bachelor's of Social Work from an accredited college or university and one (1) year of job-related case management experience; or Bachelor's degree in any behavioral science and two (2) years of job-related case management experience; or one (1) year of experience at the lower level Child Welfare Svcs Spec 2 (SSP071) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSP073	Child Welfare Svc Case Mgr Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a social services unit that provides investigative and comprehensive case management for child 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 Bachelor of Social Work degree from an accredited college or university and two (2) years case management experience; or Bachelor's degree in any behavioral science and three (3) years case management experience; or one (1) year of experience at lower level Child Welfare Svcs Spec 3 (SSP072) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SSP080	Advocate 1	SWD	G
Min Salary \$33,042.45		Mid Salary \$42,703.38	Max Salary \$52,364.30
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 degree in a related field from an accredited college or university. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
SSP081	Advocate 2	SWD	H
Min Salary \$35,618.70		Mid Salary \$46,245.72	Max Salary \$56,872.73
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 Associate degree in a related field from an accredited college or university and three (3) years of job-related experience; or one (1) year of experience at the lower level Advocate 1 (SSP080) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
SSP082	Advocate 3	SWD	I
Min Salary \$38,452.58		Mid Salary \$50,142.29	Max Salary \$61,832.00
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 Associate degree in a related field from an accredited college or university and four (4) years of job-related experience; or two (2) years of experience at the lower level Advocate 2 (SSP081) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

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Job Code	Job Title	Salary Plan	Grade
SSP083	Advocate Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52	Max Salary \$67,287.20	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 Associate degree in a related field from an accredited college or university and five (5) years of job-related experience, which includes three (3) years in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Advocate 3 (SSP082) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
SSP090	Employment Svcs Spec 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56	Max Salary \$47,094.70	
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 High school diploma/GED and two (2) years of job-related experience.		

Job Code	Job Title	Salary Plan	Grade
SSP091	Employment Svcs Spec 2	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38	Max Salary \$52,364.30	
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 High school diploma/GED and three (3) years of job-related experience; or one (1) year experience at the lower level Employment Svcs Spec 1 (SSP090) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP092	Employment Svcs Spec 3	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 High school diploma/GED and four (4) years of job-related experience; or two (2) years experience at the lower level Employment Svcs Spec 2 (SSP091) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
SSP093	Employment Svcs Spec Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs an assigned staff and program in a field service office. 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. Develops and maintains cooperative relationships with area employers.		Entry Qualifications High school diploma/GED and six (6) years of job-related experience, which includes two (2) years in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Employment Svcs Spec 3 (SSP092) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SSP110	Rehabilitation Technologist 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 High school diploma/GED and one (1) year of job-experience in the area of emphasis (fabrication, construction, etc.).	

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Job Code	Job Title	Salary Plan	Grade
SSP111	Rehabilitation Technologist 2	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 High school diploma/GED and two (2) years of job-related experience in the area of emphasis (fabrication, construction, etc.); or one (1) year of experience at the lower level Rehabilitation Technologist 1 (SSP110) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP112	Rehabilitation Technologist 3	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
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 High school diploma/GED and four (4) years of job-related experience in the area of emphasis (fabrication, construction, etc.); or two (2) years experience at the lower level Rehabilitation Technologist 2 (SSP111) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP113	Rehab Technologist Spv	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assessment, technical assistance, and computer access assistive technology services to assist customers with rehabilitation and returning to work.	Entry Qualifications High school diploma/GED and four (4) years of job-related experience in the area of emphasis (fabrication, construction, etc.), including one (1) year experience in a lead worker, team leader, or supervisory role; or two (2) years experience at the lower level Rehabilitation Technologist 3 (SSP112) or position equivalent..		

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Job Code	Job Title	Salary Plan	Grade
SSP121	Chaplain	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 (3) years of job-related experience in the ministry.	

Job Code	Job Title	Salary Plan	Grade
SSP122	Clinical Chaplain	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
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 Completion of coursework equivalent to a master's degree in divinity or theology from a recognized college, university, or seminary and completion of four (4) quarters of training in an accredited clinical pastoral education program and ordination as a clergyman in good standing with church or denomination and three (3) years of post-ordination pastoral counseling experience.	

Job Code	Job Title	Salary Plan	Grade
SSP130	Juv. Probation/Parole Spec 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
Job Summary Under supervision, provides social services to assist in rehabilitation of law offenders in custody or on probation. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender; including conditional release and education and employment stipulations.		Entry Qualifications Associate degree in a related field from an accredited college or university; or two (2) years of job-related experience in law enforcement as a P.O.S.T. certified peace officer; or two (2) years of direct job-related case management experience working with offenders and their families in a human services delivery setting. Must possess and maintain State of Georgia P.O.S.T. certification within the first (6) months of employment.	

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Job Code	Job Title	Salary Plan	Grade
SSP131	Juv. Probation/Parole Spec 2	SWD	H

Min Salary
\$35,618.70

Mid Salary
\$46,245.72

Max Salary
\$56,872.73

Job Summary

Under general supervision, provides social services to assist in rehabilitation of law offenders in custody or on probation. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender; including conditional release and education and employment stipulations.

Entry Qualifications

Associate degree in a related field from an accredited college or university and two (2) years of job-related experience in a human services delivery setting; or four (4) years of direct case management job-related experience working with offenders and their families in a human services delivery setting; or two (2) years of experience at the lower level Juv. Probation/Parole Spec 1 (SSP130) or position equivalent. Must possess and maintain State of Georgia P.O.S.T. certification within the first (6) months of employment.

Job Code	Job Title	Salary Plan	Grade
SSP132	Juv. Probation/Parole Spec 3	SWD	I

Min Salary
\$38,452.58

Mid Salary
\$50,142.29

Max Salary
\$61,832.00

Job Summary

Under broad supervision, provides social services to assist in rehabilitation of law offenders in custody or on probation. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender; including conditional release and education and employment stipulations.

Entry Qualifications

Associate degree in a related field from an accredited college or university and four (4) years of job-related experience in a human services delivery setting; or six (6) years of direct case management job-related experience working with offenders and their families in a human services delivery setting; or two (2) years of experience at the lower level Juv. Probation/Parole Spec 2 (SSP131) or position equivalent. Must possess and maintain State of Georgia P.O.S.T. certification within the first (6) months of employment.

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Job Code	Job Title	Salary Plan	Grade
SSP133	Juv. Probation/Parole Spec Spv	SWD	J

Min Salary
\$41,569.83

Mid Salary
\$54,428.52

Max Salary
\$67,287.20

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides social services to assist in rehabilitation of law offenders in custody or on probation. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender; including conditional release and education and employment stipulations.

Entry Qualifications

Associate degree in a related field from an accredited college or university and five (5) years of job-related experience in a human services delivery setting, including one (1) year experience in a lead worker, team lead, or supervisory role; or seven (7) years of direct case management job-related experience working with offenders and their families in a human services delivery setting including one (1) year experience in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Juv. Probation/Parole Spec 3 (SSP132) or position equivalent. Must possess and maintain State of Georgia P.O.S.T. certification within the first (6) months of employment.

Job Code	Job Title	Salary Plan	Grade
SSP140	Mental Health Interpreter	SWD	I

Min Salary
\$38,452.58

Mid Salary
\$50,142.29

Max Salary
\$61,832.00

Job Summary

Under direct supervision of a Registry of Interpreters for the Deaf (RID) certified interpreter, coordinates regional mental health interpreter services.

Entry Qualifications

Bachelor's degree or four (4) years of experience interpreting in a variety of settings and Registry of Interpreters for the Deaf (RID) certification w/n two (2) years and must pass the Sign Language Proficiency Interview (SLPI) at an Intermediate Plus level. Note: Must hold a valid GA driver's license. If out of state, a Georgia driver's license must be obtained within 30 days of becoming a resident.

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Job Code	Job Title	Salary Plan	Grade
SSP141	Mental Health Interpreter I	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Under general supervision of a Qualified Mental Health Interpreter (QMHI) or Qualified Mental Health Interpreter Supervisor (QMHI-S) credentialed interpreter, interpret and coordinate regional mental health interpreter services.		Entry Qualifications Bachelor's degree and two (2) years of experience interpreting in a variety of settings, or six (6) years of experience interpreting in a variety of settings and hold a Registry of Interpreters for the Deaf (RID) or equivalent certification and obtain a Qualified Mental Health Interpreter (QMHI) certification w/n two (2) years. Note: Must hold a valid GA driver's license. If out of state, a Georgia driver's license must be obtained within 30 days of becoming a resident.	

Job Code	Job Title	Salary Plan	Grade
SSP142	Mental Health Interpreter 2	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Under limited supervision of Qualified Mental Health Interpreter Supervisor (QMHI-S) credentialed interpreter; interpret and coordinate regional mental health interpreter services.		Entry Qualifications Bachelor's degree and four (4) years of experience interpreting in a variety of settings, or eight (8) years of equivalent experience interpreting in a variety of settings and hold a Registry of Interpreters for the Deaf (RID) or equivalent certification and hold a Qualified Mental Health Interpreter (QMHI) certification. Note: Must hold a valid GA driver's license. If out of state, a Georgia driver's license must be obtained within 30 days of becoming a resident.	

Job Code	Job Title	Salary Plan	Grade
SSP143	Mental Health Interpreter 3	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
Job Summary Supervise practicum interpreters. Provide mentorship for non- Qualified Mental Health Interpreter (QMHI) or pre-certified Mental Health Interpreter staff. Interpret and coordinate regional mental health interpreter services.		Entry Qualifications Bachelor's degree and six (6) years of experience interpreting in a variety of settings, or ten (10) years of equivalent experience interpreting in a variety of settings and hold a Registry of Interpreters for the Deaf (RID), or equivalent certification and hold a Qualified Mental Health Interpreter Supervisor (QMHI-S) certification for three (3) years. Note: Must hold a valid GA driver's license. If out of state, a Georgia driver's license must be obtained within 30 days of becoming a resident.	

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Job Code	Job Title	Salary Plan	Grade
SSP150	Child Welfare Svc Intake Spc 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
Job Summary Under direct supervision, communicates with the general public, internal customers and/or external customers to provide information and services. Obtains information and assesses intakes for determination of priority, allegation type, and handling.	Entry Qualifications High school diploma/GED and six (6) months of experience in a customer service setting handling customer's questions, complaints and/or providing information.		

Job Code	Job Title	Salary Plan	Grade
SSP151	Child Welfare Svc Intake Spc 2	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Under general supervision, communicates with the general public, internal customers and/or external customers to provide information and services. Obtains information and assesses intakes for determination of priority, allegation type, and handling.	Entry Qualifications High school diploma/GED and one (1) year of experience in a customer service setting handling customer's questions, complaints and/or providing information; or one (1) year of experience required at the lower-level Child Welfare Svc Intake SPC 1 (SSP150) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP152	Child Welfare Svc Intake Spc 3	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Under broad supervision, communicates with the general public, internal customers and/or external customers to provide information and services. Obtains information and assesses intakes for determination of priority, allegation type, and handling.	Entry Qualifications Bachelor's degree from an accredited college or university; or three (3) years of experience in a customer service setting handling customer's questions, complaints and/or providing information; or two (2) years of experience required at the lower-level Child Welfare Svc Intake SPC 2 (SSP151) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP153	Child Welfare Intake Spc Spv	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises staff that communicates with the general public, internal customers and/or external customers to provide information and services. Directs staff in obtaining information and assessing intakes for determination of priority, allegation type, and handling.	Entry Qualifications Bachelor's degree from an accredited college or university and three (3) years of lead/supervisory experience in a customer service setting handling customer's questions, complaints and/or providing information; or five (5) years of lead/supervisory worker experience in a customer service setting handling customer's questions, complaints and/or providing information; or two (2) years of experience required at the lower-level Child Welfare Svc Intake SPC 3 (SSP152) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SSP154	Child Welfare Svc Intake Admr	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
Job Summary Oversees staff that communicates with the general public, internal customers and/or external customers to provide information and services. Manages the administration of policies and programs designed to assessing intakes for determination of priority, allegation type, and handling. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree from an accredited college or university and four (4) years of lead/supervisory experience in a customer service setting handling customer's questions, complaints and/or providing information; or six (6) years of lead/supervisory worker experience in a customer service setting handling customer's questions, complaints and/or providing information; or four (4) years of experience required at the lower-level Child Welfare Svc Intake SPSPV (SSP153) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP164	Child Welfare Svcs Admr	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
Job Summary Manages the administration of policies and programs designed to protect and protect children and families. Ensures mandated services with priority of child safety and service provision to children and families. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related area from an accredited college or university and two (2) years of job-related supervisory experience in a human service delivery program; or Bachelor's degree in a related area from an accredited college or university and two (2) years of experience at the lower level Child Welfare Svcs Spec Spv (SSP073) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP165	Child Welfare Field Pgm Spc	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
Job Summary Under broad supervision, conducts research involving data collection and analysis, develops and implements policy and administers child welfare programs.	Entry Qualifications Bachelor's degree in a related field from an accredited college or university and four (4) years of professional experience which includes one (1) year in a lead worker, team leader, or supervisory role.		
Job Code	Job Title	Salary Plan	Grade
SSP170	Adult Protective Svcs CM 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
Job Summary Under supervision, performs initial investigations of reports of abuse/neglect or exploitation for cases meeting APS criteria and determines appropriate interventions within a standard of promptness.	Entry Qualifications Associates degree in a related field from an accredited college or university and one (1) year of job related experience. Note: An equivalent combination of knowledge, education, job or intern experience that the provides the necessary knowledge and skills to successfully perform the job.		
Job Code	Job Title	Salary Plan	Grade
SSP171	Adult Protective Svcs CM 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Under general supervision, performs initial investigations of reports of abuse/neglect or exploitation for cases meeting APS criteria and determines appropriate interventions within a standard of promptness.	Entry Qualifications Bachelor's degree from an accredited college or university; or one (1) year of experience at lower level Adult Protective Svcs CM 1 (SSP170) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SSP172	Adult Protective Svcs CM 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Under broad supervision, performs initial investigations of reports of abuse/neglect or exploitation for cases meeting APS criteria and determines appropriate interventions within a standard of promptness. May serve as a Lead Worker.	Entry Qualifications Bachelor's degree from an accredited college or university and one (1) year related experience; or two (2) years of experience at lower level Adult Protective Svcs CM 2(SSP171) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP173	Adult Protective Svcs CM Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Evaluates the level of risk to clients and takes appropriate action to ensure safety. Monitors and organizes work to ensure quality and adherence. Reviews, approves/disapproves and/or renders decisions. Maintains and shares knowledge. Ensures accurate, timely records and reports.	Entry Qualifications Bachelor's degree from an accredited college or university and three (3) years case management experience; or two (2) years of experience at lower level Adult Protective Svcs CM 3 (SSP172) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP180	APS Intake CM 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72	Max Salary \$56,872.73	
Job Summary Under supervision, gathers referral information from reporters via telephone interviews, written reports or face to face contacts; assesses referral information and makes a determination as to whether or not the situation meets Adult Protective Services (APS) criteria; provides intervention services if the situation does not meet APS criteria	Entry Qualifications Associates degree in a related field from an accredited college or university and one (1) year of job related experience Note: An equivalent combination of knowledge, education, job or intern experience that the provides the necessary knowledge and skills to successfully perform the job.		

Job Code	Job Title	Salary Plan	Grade
SSP181	APS Intake CM 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52	Max Salary \$67,287.20	
Job Summary Under general supervision, gathers referral information from reporters via telephone interviews, written reports or face to face contacts; assesses referral information and makes a determination as to whether or not the situation meets Adult Protective Services (APS) criteria; provides intervention services if the situation does not meet APS criteria	Entry Qualifications Bachelor's degree from an accredited college or university; or one (1) year of experience at lower level APS Intake CM 1 (SSP180) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP182	APS Intake CM 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Under broad supervision, gathers referral information from reporters via telephone interviews, written reports or face to face contacts; assesses referral information and makes a determination as to whether or not the situation meets Adult Protective Services (APS) criteria; provides intervention services if the situation does not meet APS criteria. May serve as Lead Worker.	Entry Qualifications Bachelor's degree from an accredited college or university and one (1) year related experience; or two (2) years of experience at lower level APS Intake CM 2 (SSP181) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP183	APS Intake CM Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Reviews, approves/disapproves and/or renders decisions. Maintains and shares knowledge. Ensures accurate, timely records and reports.	Entry Qualifications Bachelor's degree from an accredited college or university and three (3) years case management experience; or two (2) years of experience at lower level APS Intake CM 3 (SSP182) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSP190	Adult Guardianship CM 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
Job Summary Under supervision, provides guardianship case management services in accordance with guardianship law, the probate court order and letters establishing guardianship, and Department policies and procedures.	Entry Qualifications Associates degree in a related field from an accredited college or university and one (1) year of job related experience Note: An equivalent combination of knowledge, education, job or intern experience that the provides the necessary knowledge and skills to successfully perform the job.		

Job Code	Job Title	Salary Plan	Grade
SSP191	Adult Guardianship CM 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Under general supervision, provides guardianship case management services in accordance with guardianship law, the probate court order and letters establishing guardianship, and Department policies and procedures.	Entry Qualifications Bachelor's degree from an accredited college or university; or one (1) year of experience at lower level Adult Guardianship CM 1 (SSP190) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SSP192	Adult Guardianship CM 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37	Max Salary \$73,287.92	
Job Summary Under broad supervision, provides guardianship case management services in accordance with guardianship law, the probate court order and letters establishing guardianship, and Department policies and procedures.	Entry Qualifications Bachelor's degree from an accredited college or university and one (1) year related experience; or two (2) years of experience at lower level Adult Guardianship CM 2 (SSP191) or position equivalent		

Job Code	Job Title	Salary Plan	Grade
SSP193	Adult Guardianship CM Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Evaluates the level of risk to clients and takes appropriate action to ensure safety. Monitors and organizes work to ensure quality and adherence. Reviews, approves/disapproves and/or renders decisions. Maintains and shares knowledge. Ensures accurate, timely records and reports.	Entry Qualifications Bachelor's degree from an accredited college or university and three (3) years case management experience; or two (2) years of experience at lower level Adult Guardianship CM 3 (SSP192) or position equivalent		

Job Code	Job Title	Salary Plan	Grade
SSP200	PAC Coordinator 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38	Max Salary \$52,364.30	
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 degree in a related field from an accredited college or university. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

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Job Code	Job Title	Salary Plan	Grade
SSP201	PAC Coordinator 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 Associate degree in a related field from an accredited college or university and three (3) years of job-related experience; or one (1) year experience at the lower-level PAC Coord 1 (SSP200) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
SSP202	PAC Coordinator 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Under broad supervision, promotes problem-solving case resolution efforts and provides advocacy and accountability strategies to the program participants to promote sustainability to pay their child support obligation. May serve as Lead Worker.	Entry Qualifications Associate degree in a related field from an accredited college or university and four (4) years of job-related experience; or two (2) years experience at the lower-level PAC Coord 2 (SSP201) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
SSP203	PAC Coordinator Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit that promotes problem-solving case resolution efforts and provides advocacy and accountability strategies to the program participants to promote sustainability to pay their child support obligation.	Entry Qualifications Associate degree in a related field from an accredited college or university and five (5) years of job-related experience; or one (1) year of experience at the lower-level PAC Coord 3 (SSP202) or position equivalent; or two (2) years of experience at the lower-level PAC Coord 2 (SSP201) or Child Support Svcs Agent 3 (SST062) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code Catalog: Social Services

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Job Code	Job Title	Salary Plan	Grade
SSS010	Client Support Worker 1	SWD	B

Min Salary
\$23,920.00

Mid Salary
\$28,797.08

Max Salary
\$33,674.16

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/GED and six (6) months of relevant job-related training or experience.

Job Code	Job Title	Salary Plan	Grade
SSS011	Client Support Worker 2	SWD	C

Min Salary
\$24,876.10

Mid Salary
\$30,594.84

Max Salary
\$36,313.58

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

High school diploma/GED and one (1) year of job-related experience providing social or direct care services to groups of special needs individuals in a human service setting; or one (1) year of experience at the lower level Client Support Worker 1 (SSS010) or position equivalent.

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Job Code	Job Title	Salary Plan	Grade
SSS012	Client Support Worker 3	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22		Max Salary \$40,184.72
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 High school diploma/GED and two (2) years of job-related experience providing social or direct care services to groups of special needs individuals in a human service setting; or one (1) year of experience at the lower level Client Support Worker 2 (SSS011) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSS013	Client Support Worker Spv	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 High school diploma/GED and three (3) years of job-related experience providing social or direct care services to groups of special needs individuals in a human service setting, which includes one (1) year experience as a lead worker, team lead, or supervisory role; or one (1) year of experience at the lower level Client Support Worker 3 (SSS012) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SSS410	Client Support Wkr 1 (DBHDD)	SWD	B
Min Salary \$23,920.00	Mid Salary \$28,797.08		Max Salary \$33,674.16
Job Summary Under general supervision, assists with daily living activities at the Community Integration Home (CIH).	Entry Qualifications High school diploma/GED AND less than (12) months of job-related training or experience.		

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Job Code	Job Title	Salary Plan	Grade
SSS411	Client Support Wkr 2 (DBHDD)	SWD	C
Min Salary \$24,876.10	Mid Salary \$30,594.84		Max Salary \$36,313.58
Job Summary Functions as a working level Client Support Worker, assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility.	Entry Qualifications High school diploma/GED and more than (12) months of job-related experience providing social or direct care services to groups of special needs individuals in a human service setting.		
SSS412	Client Support Wkr 3 (DBHDD)	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22		Max Salary \$40,184.72
Job Summary Performs job responsibilities with minimal supervision.	Entry Qualifications High school diploma/GED and more than (24) months of job-related training; or experience providing social or direct care services to groups of special needs individuals in a human service setting; or (12) months of experience at the lower level Client Support Worker 2 or equivalent role.		
SSS413	Client Support Wkr Spv (DBHDD)	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
Job Summary Supervises and plans work of assigned staff.	Entry Qualifications High school diploma/GED and more than (36) months of job-related training or experience providing social or direct care services to groups of special needs individuals in a human service setting and (12) months experience as a lead worker, team lead, or supervisory role; or (24) months of experience at the lower level Client Support Worker 3 or equivalent role.		
SST010	Social Svcs Tech 1	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22		Max Salary \$40,184.72
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/GED and one (1) year of job-related experience in a social services-related position.		

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Job Code	Job Title	Salary Plan	Grade
SST011	Social Svcs Tech 2	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
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 High school diploma/GED and two (2) years of job-related experience in a social services-related position; or one (1) year of experience at the lower level Social Svcs Tech 1 (SST010) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SST012	Social Svcs Tech 3	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
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 High school diploma/GED and three (3) years of job-related experience in a social services-related position; or one (1) year of experience at the lower level Social Svcs Tech 2 (SST011) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
SST013	Social Svcs Tech Spv	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 High School diploma/GED and four (4) years of job-related experience in a social services-related position which includes one (1) year in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Social Svcs Tech 3 (SST012) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
SST030	Soc Svc Claims/Benefits Tech 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
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 High school diploma/GED and three (3) years of job-related experience in social services or related field.		

Job Code	Job Title	Salary Plan	Grade
SST031	Soc Svc Claims/Benefits Tech 2	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
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 High school diploma/GED and four (4) years of job-related experience in social services or related field; or one (1) year of experience at the lower level Soc Svc Claims/Benefits Tech 1 (SST030) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SST032	Soc Svc Claims/Benefits Tech 3	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
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 High school diploma/GED and five (5) years of job-related experience in social services or related field; or two (2) years of experience at the lower level Soc Svc Claims/Benefits Tech 2 (SST031) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SST033	Soc Svc Claims/Bfts Tech Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 High school diploma/GED and six (6) years of job-related experience in social services or related field which includes one (1) year in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Soc Svc Claims/Benefits Tech 3 (SST032) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SST040	Interpreter 1	SWD	C
Min Salary \$24,876.10	Mid Salary \$30,594.84	Max Salary \$36,313.58	
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 High school diploma/GED and a proficiency in the foreign language specific to the position of assignment.		
Job Code	Job Title	Salary Plan	Grade
SST041	Interpreter 2	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22	Max Salary \$40,184.72	
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 Associate degree in American Sign Language from an accredited college or university and proficiency in the foreign language specific to the position of assignment and one (1) year of translating or interpreting job-related experience; or one (1) year of experience at the lower level Interpreter 1 (SST040) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SST042	Interpreter 3	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72	Max Salary \$56,872.73	
Job Summary Under limited supervision, provide spoken or sign language interpreting and/or language translation assistance to staff for deaf, blind, and or hard-of-hearing customers.	Entry Qualifications Associate degree in American Sign Language from an accredited college or university and proficiency in the foreign language specific to the position of assignment and three (3) years of high-level translating or interpreting job-related experience; or two (2) years of experience at the lower level Interpreter 1 (SST040) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SST043	Interpreter 4/Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29	Max Salary \$61,832.00	
Job Summary May supervise staff to or under no supervision, provide spoken or sign language interpreting and/or language translation assistance to staff for deaf, blind, and or hard-of-hearing customers.	Entry Qualifications Associate degree in American Sign Language from an accredited college or university and proficiency in the foreign language specific to the position of assignment and five (5) years of high-level translating and interpreting job-related experience, which includes one (1) year in a lead worker, team lead, or supervisory role; or two (2) years of experience at the lower level Interpreter 3 (SST042) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SST050	Training/Employment Tech 1	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22	Max Salary \$40,184.72	
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/GED and ability to provide educational, social, or direct care services to persons with diagnosed special needs or other populations.		

Job Code	Job Title	Salary Plan	Grade
SST051	Training/Employment Tech 2	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24	Max Salary \$43,475.18	
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 High school diploma/GED and one (1) year of job-related experience providing education, social or direct care services to persons with diagnosed special needs, or other populations; or one (1) year of experience at the lower level Training/Employment Tech 1 (SST050) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SST052	Training/Employment Tech 3	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
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 High school diploma/GED and three (3) years of job-related experience providing education, social or direct care services to persons with diagnosed special needs, or other populations; or two (2) years of experience at the lower level Training/Employment Tech 1 (SST050) or position equivalent.	
Job Code	Job Title	Salary Plan	Grade
SST053	Training/Employment Tech Spv	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate 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 High school diploma/GED and five (5) years of job-related experience providing education, social or direct care services to persons with diagnosed special needs, or other populations which includes one (1) year as a lead worker, team leader, or supervisory role; or two (2) years of experience at the lower level Training/Employment Tech 3 (SST052) or position equivalent.	
Job Code	Job Title	Salary Plan	Grade
SST060	Child Support Svcs Agent 1	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
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 High school diploma/GED and one (1) year of direct job-related experience.	
Job Code	Job Title	Salary Plan	Grade
SST061	Child Support Svcs Agent 2	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
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 High school diploma/GED and two (2) years of direct job-related experience; or one (1) year of experience at the lower level Child Support Svcs Agent 1 (SST060) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SST062	Child Support Svcs Agent 3	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
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 High school diploma/GED and three (3) years of direct job-related experience; or two (2) years of experience at the lower level Child Support Svcs Agent 2 (SST061) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SST063	Child Support Svcs Agent 4	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
Job Summary Under limited supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations. Serves as lead Agent.	Entry Qualifications High school diploma/GED and four (4) four years of direct job-related experience; or one (1) years of experience at the lower level Child Support Svcs Agent 3 (SST062) or position equivalent		

Job Code	Job Title	Salary Plan	Grade
SST064	Child Support Svcs Agent Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.	Entry Qualifications High school diploma/GED and five (5) years of direct job-related experience, which includes two (2) years in a lead worker, team leader, or supervisory role; or two (2) years of experience at the lower level Child Support Svcs Agent 3 (SST062); or one (1) year of experience at the lower level Child Support Svcs Agent 4 (SST063) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
SST070	Eligibility Specialist 1	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
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/GED and one (1) year of job-related customer contact/interaction experience.		

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Job Code	Job Title	Salary Plan	Grade
SST071	Eligibility Specialist 2	SWD	F
Min Salary	Mid Salary	Max Salary	
\$30,700.42	\$38,897.56	\$47,094.70	
Job Summary		Entry Qualifications	
Under general supervision, interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources.		High school diploma/GED and two (2) years of job-related customer contact/interaction experience; or one (1) year of experience at the lower level Eligibility Specialist 1 (SST070) or position equivalent.	
SST072	Eligibility Specialist 3	SWD	G
Min Salary	Mid Salary	Max Salary	
\$33,042.45	\$42,703.38	\$52,364.30	
Job Summary		Entry Qualifications	
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.		High school diploma/GED and three (3) years of job-related customer contact/interaction experience; or one (1) year of experience at the lower level Eligibility Specialist 2 (SST071) or position equivalent.	
SST073	Eligibility Specialist Spv	SWD	I
Min Salary	Mid Salary	Max Salary	
\$38,452.58	\$50,142.29	\$61,832.00	
Job Summary		Entry Qualifications	
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a 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.		High school diploma/GED and four (4) years of job-related customer contact/interaction experience, and one (1) year in a lead worker, team lead, or supervisory role; or one (1) year of experience at the lower level Eligibility Specialist 3 (SST072) or position equivalent.	
SST074	Eligibility Svcs Administrator	SWD	J
Min Salary	Mid Salary	Max Salary	
\$41,569.83	\$54,428.52	\$67,287.20	
Job Summary		Entry Qualifications	
Manages a team of supervisors of assigned units/teams who determines initial and/or continued eligibility as a result of interviews and documentation for benefits and agency resources. Assists in the development of uniform policy interpretations, securing timely benefits, and evaluating quality and management.		High school diploma/GED and (5) years of related experience; or Associate degree from an accredited college or university and four (4) years of related experience; or one (1) year of at the lower-level Eligibility Specialist SPV (SST073) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SST075	Eligibility Services Prgm Spc	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary Under broad supervision, conducts research involving data collection and analysis, develops and implements policy and administers eligibility programs.		Entry Qualifications Bachelor's degree in a related field from an accredited college or university and four (4) years of professional experience which includes one (1) year in a lead worker, team leader, or supervisory role; or two (2) years of experience at the lower-level Eligibility Services Administrator (SST074); or any other combination of education and professional experience that provides the requisite knowledge, skills, and abilities to successfully perform the job (see GSP051).	

Job Code	Job Title	Salary Plan	Grade
SST076	Eligibility Associate	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22		Max Salary \$40,184.72
Job Summary Under direct supervision, answers customer problems and inquiry calls. Records problem history information. Performs first level problem determination and resolution.		Entry Qualifications High school diploma/GED and six (6) months of related customer contact/interaction experience.	

Job Code	Job Title	Salary Plan	Grade
SST080	Child Welfare Svcs Tech 1	SWD	D
Min Salary \$26,635.71	Mid Salary \$33,410.22		Max Salary \$40,184.72
Job Summary Under direct supervision, provides a broad range of paraprofessional social services to clients and their families. Provides information to clients, conducts intakes or assists staff in the delivery of social services.		Entry Qualifications High school diploma/GED and one (1) year of experience in a social services-related position.	

Job Code	Job Title	Salary Plan	Grade
SST081	Child Welfare Svcs Tech 2	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
Job Summary Under direct supervision, provides a broad range of paraprofessional social services to clients and their families. Provides information to clients, conducts intakes or assists staff in the delivery of social services. May assist with case management duties.		Entry Qualifications High school diploma/GED and two (2) years of experience in a social services-related position; or one (1) year of experience at the lower level Child Welfare Svcs Tech 1 (SST080) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
SST082	Child Welfare Svcs Tech 3	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
Job Summary Under direct supervision, provides a broad range of paraprofessional social services to clients and their families. Provides information to clients, conducts intakes or assists staff in the delivery of social services. May assist with case management duties. May perform lead worker functions.	Entry Qualifications High school diploma/GED and three (3) years of experience in a social services-related position; or one (1) year of experience at the lower level Child Welfare Svcs Tech 2 (SST081) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SST083	Child Welfare Svcs Tech Spv	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. May supervise a broad range of paraprofessional social services to clients and their families. Provides information to clients, conducts intakes or assists staff in the delivery of social services. May perform case management duties.	Entry Qualifications High school diploma/GED and four (4) years of experience in a social services-related position which includes one (1) year in a lead worker, team leader, or supervisory role; or one (1) year of experience at the lower level Child Welfare Svcs Tech 3 (SST082) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade
SST090	Child Support Cust Svc Rep 1	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
Job Summary Under direct supervision, communicates with clients and other constituents via telephone, email, correspondence and direct contact to ensure that support obligations are met.	Entry Qualifications High school diploma/GED and one (1) year of direct job-related experience.		
Job Code	Job Title	Salary Plan	Grade
SST091	Child Support Cust Svc Rep 2	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
Job Summary Under general supervision, communicates with clients and other constituents via telephone, email, correspondence and direct contact to ensure that support obligations are met.	Entry Qualifications High school diploma/GED and two (2) years of direct job-related experience; or one (1) year of experience at the lower level Child Support Cust Svc Rep 1 (SST090) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
SST092	Child Support Cust Svc Rep 3	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
Job Summary Under broad supervision, communicates with clients and other constituents via telephone, email, correspondence and direct contact to ensure that support obligations are met.	Entry Qualifications High school diploma/GED and three (3) years of direct job-related experience; or two (2) years of experience at the lower level Child Support Cust Svc Rep 2 (SST091) or position equivalent.		
SST093	Child Support Cust Svc Rep 4	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
Job Summary Under limited supervision, communicates with clients and other constituents via telephone, email, correspondence and direct contact to ensure that support obligations are met.	Entry Qualifications High school diploma/GED and four (4) four years of direct job-related experience; or one (1) year of experience at the lower level Child Support Cust Svc Rep 3 (SST092) or position equivalent.		
SST094	Child Support Cust Svc Rep Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.	Entry Qualifications High school diploma/GED and five (5) years of direct job-related experience which includes two (2) years in a lead worker, team leader, or supervisory role; or two (2) years of experience at the lower level Child Support Cust Svc Rep 3 (SST092); or one (1) year of experience at the lower level Child Support Cust Svc Rep 4 (SST093) or position equivalent.		
SST100	Fatherhood Outreach Spc 1	SWD	E
Min Salary \$28,571.29	Mid Salary \$36,023.24		Max Salary \$43,475.18
Job Summary Under supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.	Entry Qualifications High school diploma/GED and one (1) year of direct job-related experience.		

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Job Code	Job Title	Salary Plan	Grade
SST101	Fatherhood Outreach Spc 2	SWD	F
Min Salary	Mid Salary	Max Salary	
\$30,700.42	\$38,897.56	\$47,094.70	
Job Summary		Entry Qualifications	
Under general supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations. Conducts administrative hearings.		High school diploma/GED and two (2) years of direct job-related experience; or one (1) year of experience at the lower level Fatherhood Outreach Spc 1 (SST100) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SST102	Fatherhood Outreach Spc 3	SWD	G
Min Salary	Mid Salary	Max Salary	
\$33,042.45	\$42,703.38	\$52,364.30	
Job Summary		Entry Qualifications	
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.		High school diploma/GED and three (3) years of direct job-related experience; or two (2) years of experience at the lower level Fatherhood Outreach Spc 2 (SST101) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
SST103	Fatherhood Outreach Spc Spv	SWD	I
Min Salary	Mid Salary	Max Salary	
\$38,452.58	\$50,142.29	\$61,832.00	
Job Summary		Entry Qualifications	
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit that works with non-custodial parents who are unemployed or underemployed and establishes and ensures child support obligations are met.		High school diploma/GED and four (4) four years of direct job-related experience; or two (2) years of experience at the lower-level Fatherhood Outreach Spc 3 (SST102) or Child Support Svcs Agent 3 (SST062) or position equivalent.	
