

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: February 19, 2019	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Social Services
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6720

AGENDA ITEM: Permission to hire at the higher classification of Social Services Quality Assurance/Quality Improvement Coordinator III that was previously budgeted as a Social Services Quality Assurance/Quality Improvement Coordinator II.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Job Classification

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515800
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: 5800
AMOUNT: \$84,368.86 Sal & Ben Annually

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: February 8, 2019

Date of Board Meeting: February 19, 2019

Requested Action: Permission to hire at the higher classification of Social Services Quality Assurance/Quality Improvement Coordinator III that was previously budgeted as a Social Services Quality Assurance/Quality Improvement Coordinator II.

Mandated by: California Merit system screened this applicant in at a Social Worker III level due to her education and experience.

Funding

Budgeted? YesX No

Revenue	\$84,368.86	Social Services
Expenses	\$84,368.86	Salary & Benefits of Social Services Quality Assurance/Quality Improvement Coordinator III.
Difference	0	

Background Information: This is a new position to Sierra County, but its responsibilities are mandated to all three of the social work programs to perform continuous quality assurance (QA) and improvement tasks. I budgeted it as a Social Worker II level because I honestly thought that I would not be able to recruit in a level III. Finding someone with this amount of direct QA and training experience will expedite our ability to come up into compliance with all the program requirements much faster.

Potential Issues to consider: This is an increase to the social services budget. The vacancy since July 2018 will allow the current budget to absorb the costs this year and going forward it will be budgeted accordingly.

Alternatives or Impacts of disapproval - We could consider reposting the position but have been recruiting for 8 months.

**Sierra County
Job Classification**

Class Title: Social Services Quality Assurance/Quality Improvement Coordinator

Code: 16, 24, 30 - Topography A- Dependent on Qualifications

Status: Beginning, Intermediate, Journeyman – Dependent on Qualifications

DEFINITION

Under the supervision of the Social Worker Supervisor, the Quality Assurance/Quality Improvement (QNQI) Coordinator will work with all of the social work programs including children and families, in-home supportive services and adult protective services to perform quality assurance and quality improvement activities. These activities will assess the county's compliance with State/Federal guidelines, complete all reporting requirements of such as well as develop and monitor performance improvement plans.

DISTINGUISHING CHARACTERISTICS This is the intermediate level position for the Social Worker series classification

REPORTS TO: Social Worker Supervisor

CLASSIFICATIONS SUPERVISED N/A

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Completes paper and electronic case file and desk audit reviews
- Complete random in-home client assessments
- Collect data to assess the ongoing operations of, and monitor the quality of social work provided to recipients.
- Evaluates program effectiveness and makes recommendations for program improvement
- Acts as liaison with social work staff, Public Authority, Fraud Investigator/Sheriff's Office, County Council, consumers, California Department of Social Services, local health and human services stakeholders and others.
- Maintains case records
- Investigates consumer complaints
- Prepares documentation requests and findings for fair hearings.
- Facilitate staffing with social workers addressing QA findings
- Works collaboratively with other members of the community
- Performs other related duties as assigned by supervisor
- Prepares and delivers presentations and training on social services issues

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Works collaboratively with other community treatment providers
- Performs other related duties as assigned by supervisor
- Evaluates program effectiveness and makes recommendations for program improvement
- Prepares and delivers presentations on social services issues

Ability to;

- Communicate effectively both verbally and in writing
- Establish and maintain cooperative working relationships with agency staff
- Analyze situations and adopt effective courses of action
- Apply existing laws, rules and regulations to welfare department operations
- Develop skill in interviewing, case recording and interpretation
- Work constructively within a community setting and effectively use appropriate resources and services
- Organize workload and set priorities

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in Social Work or a related Health or Human Services field as follows:

- College level course work 2 pts per year completed
- Bachelor's Degree 12 points
- Graduate degree 6 points
- Have substantial relevant work experience with progressive advancement 10 points max
- Professional certification/license 10 points max
- Continuing education required 5 points

In addition, the successful candidate should possess the following knowledge and special skills for a maximum of 4 points:

- Principles and practices of individual and group behavior
- Principles and practices of socioeconomic conditions and trends
- Principles and practices of current issues in the field of social welfare
- Principles and techniques of interviewing and problem solving methodology
- Principles of basic public welfare programs on the Federal, State and local level
- Principles and practices of the laws, rules and regulations governing the operation of the public welfare agency
- Principles and practices of community organization and the social problems calling for the use of public and private community resources

Minimum points needed for consideration for employment: 20 points

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements:

- Possession of a valid driver's license
- All Government employees are required to serve as emergency responders in the case of a declared public emergency.
- Successful background check and drug testing are a condition of employment for this position.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day)
 B=Se/dom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day)
 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
 D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.			X					
2.	STOOPING	Bending body downward and forward by bending spine at waist.							X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees,						X		
4.	CROUCH	Bending the body downward and forward by bending leg and spine,						X		
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X					
6.	REACHING	Extending hand(s) and arm(s) in any direction.							X	
7.	STANDING	Standing for long periods of time,						X		
8.	WALKING	Moving about on foot,							X	
9.	SITTING	Sits for extended periods of time,							X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	X							
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion,		X						
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							X	
13.	GRASPING	Applying pressure to an object with the fingers and palm.							X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin						X		
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.								X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium),			X					

II, ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: 111/s factor includes the frequency to which the task appears while performing the overall job.

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|---|--|
| <i>A=Rarely (Once or twice, or never performed)</i> | <i>E=Daily (From 0-1 hours per day)</i> |
| <i>B=Seldom (On a quarterly to yearly basis)</i> | <i>F=Daily (From 1-4 hours per day)</i> |
| <i>C=Occasionally (On a monthly/bi-monthly basis)</i> | <i>G=Daily (From 4-8+ hours per day)</i> |
| <i>D=Frequently (On a weekly basis)</i> | |

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.					X		
4.	Work performed requires the use of both eyes (field of vision),							X
5.	Work performed requires the ability to distinguish basic colors.				X			
6.	Work performed requires the ability to distinguish shades of color.		X					
7.	Work performed requires depth perception.						X	

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.						X	
2.	Repetitive use of foot control. right only					X		
	left only				X			
	both				X			
3.	Repetitive use of hands. right only						X	
	left only						X	
	both							X

111. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarter to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequent (On a weekly basis)

E=Daily (From 0-1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather,		X					
2.	Works inside,							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour,	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	^						
6.	Works in excessive humidity.	"						
7.	Works in a dry atmosphere.	X						
8.	Works in environment with constant noise (to cause worker to shout to be heard),	X						
9.	Exposed to dust.	X						
10.	Exposed to silica.	X						
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy,	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	Ji						
16.	Works on slippery or uneven surfaces.	X						
17.	Works around machinery with moving parts or stationary equipment.	^						
18.	Works around moving objects or vehicles,						X	
19.	Works on ladders or scaffolding,	X						
20.	Works below ground.	X						
21.	Works with hands in water,	X						
22.	Works in confined spaces,	X						
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weight, if applicable, and/or the hours per day the exertion is required.

		ACTIVITY						WEIGHT/HOURS PER DAY	
		Upto 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day	
1.	LIFTING		X						
2.	CARRYING		X						
3.	PUSHING		X						
4.	PULLING		X						
5.	REACHING		X						
6.	OTHER (Specify)								

/Ji

Reviewed by:

Per *---* Director

Date

11/0/18

Gfl? t

Auditor/Treasurer-Tax
7/6/2018 Collector

Date

Received and filed by:

Deborah Foster
County Clerk

Date

7/9/18