

COUNTY MERIT SYSTEM COMPENSATION PLAN
 PW-PA 10.25 Salary schedules. (1)

(a) GROUP I—POSITION CLASS AND SALARY SCHEDULE
 COUNTY WELFARE DEPARTMENTS, JUVENILE COURTS,
 CHILDREN'S BOARDS

Class Title	A	B	C	D	E					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Director V.....	\$550	\$570	\$590	\$610	\$630	\$650	\$670	\$690	\$710	\$730
Director IV.....	520	540	560	580	600	620	640	660	680	700
Director III.....	495	515	535	555	575	595	615	635	655	675
Director II.....	470	490	510	530	550	570	590	610	630	650
Director I.....	420	435	450	465	480	495	510	525	540	555
Case Work Supervisor II..	500	520	540	560	580	600	620	640	660	680
Case Work Supervisor I....	475	495	515	535	555	575	595	615	635	655
Case Worker III.....	440	455	470	485	500	515	530	545	560	575
Case Worker II.....	390	405	420	435	450	465	480	495	510	525
Case Worker I.....	345	360	375	390	405	420	435	450	465	480

(b) GROUP II—POSITION CLASS AND SALARY SCHEDULE
 JUVENILE COURT ATTACHED STAFF ONLY

	A	B	C	D	E					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Juvenile Court Worker.....	\$285	\$300	\$315	\$330	\$345	\$360	\$375	\$390	\$405	\$420

(c) GROUP III—POSITION CLASS AND SALARY SCHEDULE
 COUNTY WELFARE DEPARTMENTS, JUVENILE COURTS,
 CHILDREN'S BOARDS

	A	B	C	D	E					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Clerk IV.....	\$290	\$300	\$310	\$320	\$330	\$340	\$350	\$360	\$370	\$380
Clerk III.....	255	265	275	285	295	305	315	325	335	345
Clerk II.....	220	230	240	250	260	270	280	290	300	310
Clerk Stenographer II.....	240	250	260	270	280	290	300	310	320	330
Clerk Stenographer I.....	210	220	230	240	250	260	270	280	290	300
Clerk I.....	200	210	220	230	240	250	260	270	280	290
Clerk Typist.....	200	210	220	230	240	250	260	270	280	290

(d) GROUP IV—POSITION CLASS AND SALARY SCHEDULE

	A	B	C	D	E					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Homemaker.....	\$240	\$250	\$260	\$270	\$280	\$290	\$300	\$310	\$320	\$330

(2) Each county must select a 6 consecutive step compensation plan for the welfare department, children's board and juvenile court from the group I schedule, and must also select a 6 consecutive step compensation plan for the welfare department, children's board and juvenile court from the group III schedule (schedule A, 1-6; schedule B, 2-7; schedule C, 3-8; schedule D, 4-9; schedule E, 5-10). Schedules under group II apply only to positions of juvenile court attached staff operating under the merit system. Schedules under group IV apply only to positions in the welfare department. The corresponding 6 salary steps must be used for all position classifications under each group. The consecutive 6 step range used in group I, II, or III need not be the same consecutive 6 step range used in group IV. Example: A county may select schedule "D" under group I or group II or group III which would be applicable to all positions classified under these groups, and at the same time select schedule "A" under group IV

which would be applicable to the position classified under that group. The juvenile courts and the children's boards operating under the merit system will be deemed to be under the same schedule or schedules adopted by their respective counties for the welfare department unless appropriate action is taken in adopting a different schedule or schedules. This plan shall be applicable to all classes of positions in the agency on or before January 1, 1961.

(3) County action in adopting the schedules shall be by formal action by the county board of supervisors or by the county board of public welfare or by the county judge or children's board if delegated this responsibility for setting salaries of persons subject to the provisions of the county merit system rule. A certified copy of the county's action electing specific schedules shall be filed with the division of public assistance. In the absence of specific action, the schedule in effect at the time this compensation plan becomes effective will be deemed to apply to all groups.

(4) A change in one or more salary schedules may be made at any time. Such change shall also be by formal action by the county board of supervisors or by the county board of public welfare or by the county judge or children's board if delegated this responsibility for setting salaries of persons subject to the provisions of the county merit system rule, and a certified copy of the action taken shall be filed with the division, showing the date of adoption and the effective date of the new salary schedule or schedules.

(5) At least the minimum for the class shall be paid and the maximum is the highest rate on which reimbursement shall be made. Intermediate steps shall be the rate of salary advancement between the minimum and maximum.

History: 1-2-56; am. Register, October, 1957, No. 22, eff. 11-1-57; am. Register, February, 1959, No. 38, eff. 3-1-59; am. Register, September, 1960, No. 57, eff. 10-1-60; cr. (1) (d); am. (2), Register, March, 1962, No. 75, eff. 4-1-62.

PW-PA 10.26 Entrance salary. The entrance salary for an employe on first appointment shall be the minimum rate for the given range except as hereinafter provided.

(1) An agency may request authorization to appoint at any step above the minimum. If approved, such rate then becomes the minimum rate for all employes presently employed or thereafter appointed in the class and no appointments shall be made at that rate until those highest on the register are first offered appointments at the higher rate.

(2) A higher entrance rate, when approved, as indicated above, shall remain in effect as the minimum until the agency requests a further increase or a decrease and such request is approved by the division of public assistance, except that in the case of court attached juvenile court workers and employes of the children's boards, approval must be preceded by the recommendation of the division for children and youth.

(3) The division of public assistance may approve the appointment of an eligible at a rate within the range for the classification of case work supervisor II, case work supervisor I, case worker III, case worker II, case worker I, and juvenile court worker, and homemaker, if, in the opinion of the division the education and experience of the eligible justifies such rate and a recommendation for such payment has been made by the appointing authority, except that in the case

of court attached juvenile court workers and employes of the children's boards, approval must be preceded by the recommendation of the division for children and youth. In such instances, a new minimum for all employes in the same class would not be established. Such recommended increase shall be limited to 2 steps above the established minimum.

History: 1-2-56; am. Register, October, 1957, No. 22, eff. 11-1-57; am. Register, February, 1959, No. 38, eff. 3-1-59; am. Register, September, 1960, No. 57, eff. 10-1-60; am. (3), Register, March, 1962, No. 75, eff. 4-1-62.

3. Performs a variety of general clerical tasks such as filing; prepares simple statistical and financial reports; opens and distributes mail.

4. Acts as receptionist; answers the telephone; handles routine inquiries and makes appointments.

(c) *Desirable qualifications.* 1. Training and experience. Graduation from a standard four-year high school. Applicants may substitute full-time paid clerical experience, including stenography, for the required training on a year for year basis with a maximum substitution of 2 years.

2. Knowledges. a. Practical working knowledge of grammar, spelling, punctuation, and arithmetic.

b. Some knowledge of general office routines and postal regulations.

3. Abilities. a. To take dictation at 80 words a minute for material of ordinary difficulty, and to transcribe it accurately at a reasonable rate of speed.

b. To type from plain copy at 30 net words a minute.

c. To understand and carry out oral or written instructions.

d. To work cooperatively with other staff members.

e. To meet the public tactfully and courteously.

4. Personal attitudes and attributes. Aptitude for office work; neatness in appearance and work; accuracy in detail; willingness and adaptability; alertness; good memory; discretion in maintaining confidentiality.

5. Physical characteristics. Good physical condition.

(17) CLASS TITLE: CLERK I. (a) *Definition.* Under immediate supervision in a county agency where procedures and regulations are carefully prescribed, performs general clerical work and other work as assigned.

(b) *Examples of work performed.* 1. Acts as receptionist; answers the telephone; handles routine inquiries; checks master index and refers persons to the appropriate staff members.

2. Opens and distributes incoming mail.

3. Sorts and files material; keeps charge-out records.

4. Performs a variety of routine recording tasks; posts financial records; checks and verifies payrolls and reports.

(c) *Desirable qualifications.* 1. Training and experience. Graduation from a standard four-year high school. Applicants may substitute full-time paid clerical experience for the required training on a year for year basis with a maximum substitution of 2 years.

2. Knowledges. a. Practical working knowledge of grammar, spelling and arithmetic.

b. Some knowledge of general office routines and postal regulations.

3. Abilities. a. To understand and carry out oral or written instructions.

b. To work cooperatively with other staff members.

c. To meet the public tactfully and courteously.

d. To organize work with attention to details.

4. Personal attitudes and attributes. Aptitude for office work; neatness in appearance and work; accuracy in detail; willingness and adaptability; alertness; good memory; discretion in maintaining confidentiality.

5. Physical characteristics. Good physical condition.

(18) CLASS TITLE: CLERK TYPIST. (a) *Definition*. Under immediate supervision in a county agency where procedures and regulations are carefully prescribed, performs typing and clerical work and other work as assigned.

(b) *Examples of work performed*. 1. Types administrative and assistance payrolls, award letters, statistical and financial reports; types letters and reports from rough draft; types reports from dictating machines; cuts stencils.

2. Performs a variety of general clerical tasks such as filing; prepares simple statistical and financial reports; opens and distributes mail.

3. Acts as receptionist; answers the telephone; handles routine inquiries and makes appointments.

(c) *Desirable qualifications*. 1. Training and experience. Graduation from a standard four-year high school. Applicants may substitute full-time paid clerical experience, including typing, for the required training on a year for year basis with a maximum substitution of two years.

2. Knowledges. a. Practical working knowledge of grammar, spelling, punctuation, and arithmetic.

b. Some knowledge of general office routines and postal regulations.

3. Abilities. a. To type from plain copy accurately at 30 net words a minute.

b. To make exact copies of simple tables or tabulated material.

c. To understand and follow oral or written instructions.

d. To work cooperatively with other staff members.

e. To meet the public tactfully and courteously.

4. Personal attitudes and attributes. Aptitude for office work; neatness in appearance and work; accuracy in detail; willingness and adaptability; alertness; good memory; discretion in maintaining confidentiality.

5. Physical characteristics. Good physical condition.

(19) CLASS TITLE: HOMEMAKER. (a) *Definition*. Under the general supervision of a social worker or other professional person in a county agency assumes full or partial responsibility in homes threatened with disruption of family life, for child or adult care, for household management, and for maintaining normal functioning of the home.

(b) *Characteristic duties and responsibilities*. 1. Assume homemaking duties on day or hourly assignment or as a resident homemaker, including responsibilities for household management, keeping the house in clean and orderly condition and maintaining normal family living.

2. Provides for the physical and emotional care and upbringing of children. This will vary according to the age and development of the child.

3. Helps with the care of the aged, ill or disabled, encouraging self-care and teaching other members of the family to carry out household tasks within their capabilities.

4. Purchases and prepares food for the family, plans future meals, and helps in working out a budget.

5. Performs some routine household tasks such as daily cleaning, bed making, washing up after meals, doing some light laundry, ironing and mending.

6. Assists with personal services such as help with bathing, dressing, shaving, care of hair and nails.

7. Supervises and assists in carrying out recommendations of physician, nurse, social worker, physical therapist, or nutritionist. Teaches and helps in personal adjustment with the goal of making the person and family as self-sufficient as possible.

8. Encourages family members to participate in appropriate recreational and cultural activities suitable to their ages and needs.

(c) *Desirable qualifications.* 1. Experience: Experience in care of children and adults and in home management is essential, including performance of household duties, and the purchase and preparation of food.

2. Age: Generally homemakers are between 40 and 55 years of age. Younger or older women are considered on an individual basis.

3. Physical health: Good physical health is required for the protection of families and to carry the responsibilities of a job involving hard physical work, travel in all kinds of weather, long hours, and emotional strain. (Pre-employment and annual physical examinations are required.)

4. Attitude toward people: a. Ability to get along with people and to grow in understanding of them; respect for others and ability to accept their differences.

b. To work with children, a homemaker should have warmth of personality and should like children, have patience with them, and be sensitive to their feelings. She should be able to be consistently firm and to deal with behavior that may be different from any she has previously encountered.

c. To work with the aging, a homemaker should have a positive philosophy toward the aging and their continued potentials for a satisfying and useful life. She must be able to give help and sympathetic understanding in a way that enables the aging individual to regain and/or sustain the highest possible degree of independent living.

5. Emotional maturity: Satisfying personal relationships and ability to find satisfaction in caring for other people; capacity to assume responsibility and to perform her duties competently; confidence in her own ability. It is important for her to be dependable, particularly in being on the job as agreed. For instance, children already upset by a parent's illness or absence will need uninterrupted care. The homemaker needs to be sufficiently secure to withstand criticism by relatives, neighbors, parents and even children. Flexibility is required in adapting to various situations and in acquiring new attitudes and skills.

6. Respect for confidentiality: She should understand the reasons for confidentiality and for refraining from discussing a family's problems except with the caseworker or, where indicated, with other professional workers, such as the physician or nurse coming into the home.

7. Intelligence and capacity to learn through in-service training and supervision: The homemaker must be able and willing to learn through her job experience, supervision, and the training program of the agency.

8. Ability to work within an agency: The homemaker must be able to understand that an employee of a social agency is different from a household worker employed independently by the family. She must be capable of learning to work with the caseworker and other professional workers in carrying out a casework plan in which her duties and role are defined.

History: 1-2-56; am. Register, October, 1957, No. 22, eff. 11-1-57; am. Register, September, 1960, No. 57, eff. 10-1-60; cr. (19), Register, March, 1962, No. 75, eff. 4-1-62.

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