

Filed Dec 19, 1962

STATE OF WISCONSIN)
DEPARTMENT OF PUBLIC WELFARE) SS.

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said Department, do hereby certify that the annexed revised rule relating to the merit system for county welfare departments and providing for a change in the classification and compensation plan was duly approved and adopted by the State Board of Public Welfare on December 12, 1962.

I further certify that said copy has been compared by me with the original on file in this Department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto
set my hand at the State Office
Building in the City of Madison,
this 19th day of December, A.D. 1962.

Wilbur J. Schmidt
Director, State Department of Public Welfare

ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE
REVISING RULES

Pursuant to authority vested in the State Department of Public Welfare by Sections 46.014 (3) and 49.50 (2), Wis. Stats., the State Department of Public Welfare hereby revises Rule PW-PA 10 relating to merit system rule for county welfare departments. (The parts of the Rule as revised are attached hereto.)

Rule PW-PA 10 as revised herein shall take effect on February 1, 1963 pursuant to the authority granted by s. 227.026 (1) (b), Stats.:

Dated: December 1962, 1962

State Department of Public Welfare



Wilbur J. Schmidt, Director

CHAPTER FW-PA 10

FW-PA 10.01 (5) is amended to read:

(5) PERSONNEL BOARD means the State Personnel Board.

FW-PA 10.01 (12) is amended to read:

(12) EXEMPT POSITION means a position herein designated as a position exempt from the application of this rule. The exempt positions in the agencies are the following:

(b) Attorneys serving as legal counsel.

(c) Students of a recognized graduate school of social work engaged in field training.

(d) Student case workers having a minimum of two years of college or university may be employed for a period not to exceed 90 days per year. Such workers shall be paid a salary within the range of \$190 to \$275 per month.

(e) Members of county welfare boards paid only for attendance at meetings.

FW-PA 10.01 (15) is amended to read:

(15) DESIRABLE QUALIFICATIONS means the preferred requirements of education and experience and other qualifications as described for a given class in the classification plan.

FW-PA 10.02 (3) (a) and (b) are amended to read:

(3) COUNTY APPOINTING AUTHORITY. (a) Each agency, except where the administration is vested in the juvenile court judge or children's board, shall employ a director who shall be selected by the county board of public welfare pursuant to section 46.22 (2) (b), Wis. Stats.

(b) All other employees of the agency shall be selected by the director, juvenile court judge, or children's board, as the case may be, upon proper certification from an appropriate register of eligibles or transfer in accordance with this rule, with the advice and consent of the appointing authority.

PW-PA 10.07 (1) is amended to read:

PW-PA 10.07 Certification of Eligibles. (1) REQUEST FOR CERTIFICATION.

If a vacancy occurs in any position in any agency, or if new positions are established and new employees are needed, requisition shall be submitted by the agency to the division upon a prescribed form. This requisition shall state the number of positions to be filled in the class, and all other pertinent information. After approval by the division, the requisition shall be forwarded to the bureau.

PW-PA 10.16 (3) is created to read:

(3) FAIR EMPLOYMENT. Pursuant to provisions of secs. 111.31 - 111.38, Wis. Stats., it is declared to be the public policy of the State to encourage and foster to the fullest extent practicable the employment of all properly qualified persons regardless of their age, race, creed, color, national origin or ancestry. Wisconsin's Fair Employment Practices Law makes it unlawful, and subject to penalty to discriminate. The State Fair Employment Practices statute is administered by the Fair Employment Practices Division of the Industrial Commission located at 634 North 2nd Street, Milwaukee, Wisconsin.

PW-PA 10.25 is repealed and re-created to read:

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 | (6) | (7) | (8) | (9) | (10) |
|----------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| Director, Class IV Agency | \$580 | \$610 | \$640 | \$670 | \$700 | \$730 | \$760 | \$790 | \$820 | \$850 |
| Director, Class III Agency | 550 | 580 | 610 | 640 | 670 | 700 | 730 | 760 | 790 | 820 |
| Director, Class II Agency | 520 | 550 | 580 | 610 | 640 | 670 | 700 | 730 | 760 | 790 |
| Director, Class I Agency | 490 | 515 | 540 | 565 | 590 | 615 | 640 | 665 | 690 | 715 |
| Case Work Supervisor II | 530 | 555 | 580 | 605 | 630 | 655 | 680 | 705 | 730 | 755 |
| Case Work Supervisor I | 500 | 525 | 550 | 575 | 600 | 625 | 650 | 675 | 700 | 725 |
| Case Worker III | 470 | 495 | 520 | 545 | 570 | 595 | 620 | 645 | 670 | 695 |
| Case Worker II | 435 | 455 | 475 | 495 | 515 | 535 | 555 | 575 | 595 | 615 |
| Case Worker I | 390 | 410 | 430 | 450 | 470 | 490 | 510 | 530 | 550 | 570 |

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

| | A | B | C | D | E | (6) | (7) | (8) | (9) | (10) |
|-----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| Juvenile Court Worker | \$330 | \$350 | \$370 | \$390 | \$410 | \$430 | \$450 | \$470 | \$490 | \$510 |

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

| | A | B | C | D | E | (6) | (7) | (8) | (9) | (10) |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| Administrative Assistant | \$330 | \$350 | \$370 | \$390 | \$410 | \$430 | \$450 | \$470 | \$490 | \$510 |
| Clerk III | 285 | 300 | 315 | 330 | 345 | 360 | 375 | 390 | 405 | 420 |
| Clerk II | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 |
| Clerk I | 220 | 230 | 240 | 250 | 260 | 270 | 280 | 290 | 300 | 310 |
| Stenographer II | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 | 360 | 370 |
| Stenographer I | 240 | 250 | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 |
| Typist II | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 |
| Typist I | 220 | 230 | 240 | 250 | 260 | 270 | 280 | 290 | 300 | 310 |

(d) GROUP IV - POSITION CLASS AND SALARY SCHEDULE

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

(e) OPTIONAL SCHEDULE FOR CLASS III AND IV AGENCIES ONLY

| | (1) | (2) | (3) | (4) | (5) | (6) |
|----------------------------|-------|-------|-------|-------|-------|-------|
| Director, Class IV Agency | \$760 | \$790 | \$820 | \$850 | \$880 | \$910 |
| Director, Class III Agency | 730 | 760 | 790 | 820 | 850 | 880 |
| Case Work Supervisor II | 680 | 705 | 730 | 755 | 780 | 805 |
| Case Work Supervisor I | 650 | 675 | 700 | 725 | 750 | 775 |
| Case Worker III | 570 | 595 | 620 | 645 | 670 | 695 |
| Case Worker II | 515 | 535 | 555 | 575 | 595 | 615 |
| Case Worker I | 470 | 490 | 510 | 530 | 550 | 570 |

(2) Each county must select a six consecutive step compensation plan for the welfare department, children's board and juvenile court from the Group I schedule, and must also select a six 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 six salary steps must be used for all position classifications under each group. The consecutive six step range used in Group I, II or III need not be the same consecutive six 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.

- (3) The optional schedule may be selected by Class III and Class IV agencies only.
- (4) 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 juvenile 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 Schedule A shall be deemed to apply to all groups. This plan shall be applicable to all classes of positions in the agency effective not later than July 1, 1963.
- (5) 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 juvenile 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.

- (6) 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.

FW-PA 10.27 (1) is re-numbered to read 10.27 (1) (a).

FW-PA 10.27 (1) (b) is created to read:

(b) If at the time this compensation plan goes into effect the salary of any employee does not coincide with one of the step intervals as a result of a change in range or increment for certain classes of positions, adjustment need not be made until the next salary increase is granted, but no later than January 1, 1964.

FW-PA 10.28 (6) is amended to read:

(6) During a period of emergency when an employee is required to assume responsibilities of a more advanced position, an increase of more than one step and at an interval of less than one year may be granted for the period of the emergency.

FW-PA 10.30 (2) is amended to read:

(2) BASIS FOR ALLOCATION OF COUNTY AGENCIES

| (a) | <u>Classification</u> | <u>Points</u> |
|-----|-----------------------|-------------------------------|
| | Class I Agency | 1 to and including 15 points |
| | Class II Agency | 16 to and including 25 points |
| | Class III Agency | 26 to and including 40 points |
| | Class IV Agency | 41 points and over |

(b) Agencies will be classified on the basis of the above point system.

(c) Incumbents in agencies classified on the basis of the new allocation will not be reduced in classification if the agency is later re-allocated to a lower class because of a reduction in agency points.

(d) Directors of county agencies who have qualified for their positions will not be required to further qualify because of any future change in agency points.

PW-PA 10.32 (1), (2), (3), (4), (9), (10), (12), (13), (14), (15), (16) and (17) are amended to read:

PW-PA 10.32 County Merit System Classification plan. (1) CLASS TITLE: DIRECTOR - CLASS IV COUNTY DEPARTMENT OF PUBLIC WELFARE ONLY. (a) Definition. Within the authority delegated by the county board of supervisors, and under general supervision of the county board of public welfare and the State Department of Public Welfare, to serve as the executive and administrative officer of a county department of public welfare having 41 points or more. (See PW-PA 10.30)

(b) Characteristic Duties and Responsibilities. 1. To be responsible for all phases of the public welfare program in a Class IV agency and to plan, organize, direct, and coordinate the work of the various units of administration for the efficient and effective operation of the program;

2. In consultation and agreement with the county board of public welfare to be responsible for financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the county board;

3. To determine personnel requirements and to be responsible for the appointment of staff with the approval of the county board of public welfare and in compliance with the county merit system;

4. To organize and administer a formalized, comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources.

5. To cooperate with representatives of the state department in the operation and development of the county welfare program; and to direct the preparation and submission of required reports to the state department;

6. To be responsible for obtaining the active participation of the county board of public welfare in policy making, in community interpretation, and to bring to the board any and all matters on which it is appropriate for the administrator to seek the board's advice;

7. To be responsible for the public relations of the county agency and for the interpretation of the public welfare program to the community;

8. To engage in conferences with the supervisory staff and to be responsible for periodic staff evaluations;

9. To cooperate with other agencies, officials and citizens in planning for community services;

10. To stimulate and supervise research pertinent to the development of the county welfare program.

(c) Qualification Requirements. 1. Minimum education and experience. Five years of full-time paid employment within the last nine years in public or voluntary welfare work in an administrative or professional capacity and graduation from an accredited four-year college or university. Graduate study in an accredited school of social work may be substituted for two years of the qualifying experience on a year for year basis.

2. Knowledges. a. Thorough knowledge of organization and functions of state and local governments, including finance, with particular reference to their implications on the county level.

b. Thorough knowledge of Wisconsin public welfare laws and of pertinent provisions of the federal social security act, and familiarity with laws, regulations, and practices pertaining to other federal public welfare programs and of public and private agencies in the state providing special services.

c. Extensive knowledge of modern administrative practices and procedures, budgeting and fiscal management, public administration, and personnel management.

d. Considerable knowledge of current social and economic problems and the way in which these problems affect families and individuals.

e. Considerable knowledge of human behavior and the basic principles and practices of social casework.

3. Abilities. a. To work with people; to exercise good judgment in appraising situations, making decisions, planning and directing work.

b. Competency in public relations demonstrated by ability to promote and develop the public interest, understanding, and support in the objectives and benefits of adequate community welfare services.

4. Personal attributes. Satisfactory appearance and poise; trustworthiness; and integrity.

5. Physical characteristics. Good physical condition.

(2) CLASS TITLE: DIRECTOR - CLASS III COUNTY DEPARTMENT OF PUBLIC WELFARE ONLY. (a) Definition. Within the authority delegated by the county board of supervisors, and under general supervision of the county board of public welfare and the State Department of Public Welfare, to serve as the executive and administrative officer of a county department of public welfare having 26 to and including 40 classification points. (See PW-PA 10.30)

(b) Characteristic Duties and Responsibilities. 1. To be responsible for all phases of the public welfare program in a class III agency and to plan, organize, direct, and coordinate the work of the various units of administration for the efficient and effective operation of the program;

2. In consultation and agreement with the county board of public welfare to be responsible for financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the county board;

3. To determine personnel requirements and to be responsible for the appointment of staff with the approval of the county board of public welfare and in compliance with the county merit system;

4. To organize and administer a formalized, comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources.

5. To cooperate with representatives of the state department in the operation and development of the county welfare program; and to direct the preparation and submission of required reports to the state department;

6. To be responsible for obtaining the active participation of the county board of public welfare in policy making, in community interpretation, and to bring to the board any and all matters on which it is appropriate for the administrator to seek the board's advice;

7. To be responsible for the public relations of the county agency and for the interpretation of the public welfare program to the community;

8. To engage in conferences with the supervisory staff and to be responsible

for periodic staff evaluations;

9. To cooperate with other agencies, officials and citizens in planning for community services;

10. To stimulate and supervise research pertinent to the development of the county welfare program.

(e) Qualification Requirements. 1. Minimum education and experience. Four years of full-time paid employment within the last nine years in public or voluntary welfare work in an administrative or professional capacity and graduation from an accredited four-year college or university. Graduate study in an accredited school of social work may be substituted for two years of the qualifying experience on a year for year basis.

2. Knowledges. a. Thorough knowledge of organization and functions of state and local governments, including finance, with particular reference to their implications on the county level.

b. Thorough knowledge of Wisconsin public welfare laws and of pertinent provisions of the federal social security act, and familiarity with laws, regulations, and practices pertaining to other federal public welfare programs and of public and private agencies in the state providing special services.

c. Extensive knowledge of modern administrative practices and procedures, budgeting and fiscal management, public administration, and personnel management.

d. Considerable knowledge of current social and economic problems and the way in which these problems affect families and individuals.

e. Considerable knowledge of human behavior and the basic principles and practices of social casework.

3. Abilities. a. To work with people; to exercise good judgment in appraising situations, making decisions, planning and directing work.

b. Competency in public relations demonstrated by ability to promote and develop the public interest, understanding, and support in the objectives and benefits of adequate community welfare services.

4. Personal attributes. Satisfactory appearance and poise; trustworthiness; and integrity.

5. Physical characteristics. Good physical condition.

(3) CLASS TITLE: DIRECTOR - CLASS II COUNTY DEPARTMENT OF PUBLIC WELFARE ONLY. (a) Definition. Within the authority delegated by the county board of supervisors, and under general supervision of the county board of public welfare and the State Department of Public Welfare, to serve as the executive and administrative officer of a county department of public welfare having 16 to and including 25 classification points. (See FW-PA 10.30)

(b) Characteristic Duties and Responsibilities. 1. To plan, organize, direct and coordinate the work of the staff members in all phases of public welfare in a class II agency for the efficient and effective operation of the program;

2. In consultation and agreement with the county board of public welfare to make financial plans including preparation of budgets, maintenance of fiscal control and submission of required reports to the county board;

3. To determine personnel requirements and to be responsible for the appointment of staff with the approval of the county board of public welfare and in compliance with the county merit system;

4. To organize and administer a formalized, comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources.

5. To cooperate with representatives of the state department in the operation and development of the county welfare program, and to prepare and submit required reports to the state department;

6. To obtain the participation of the county board of public welfare in policy making, in community interpretation, and to bring to the board any and all matters on which it is appropriate for the administrator to seek the board's advice;

7. To maintain good public relations and interpret the public welfare program to the community;

8. To plan for regular staff meetings and conferences; to make periodic staff evaluations;

9. To cooperate with other agencies, officials and citizens in planning for community services.

(c) Qualification Requirements. 1. Minimum education and experience. Three years of full-time paid employment within the last eight years in public or voluntary welfare work in an administrative or professional capacity and graduation from an accredited four-year college or university. Graduate study in an accredited school of social work may be substituted for two years of the qualifying experience on a year for year basis.

2. Knowledges. a. Thorough knowledge of organization and functions of state and local governments, including finance, with particular reference to their implications on the county level.

b. Thorough knowledge of Wisconsin public welfare laws and of pertinent provisions of the federal social security act, and familiarity with laws, regulations, and practices pertaining to other federal public welfare programs and of public and private agencies in the state providing special services.

c. Considerable knowledge of modern administrative practices and procedures, budgeting and fiscal management, public administration, and personnel management.

d. General knowledge of current social and economic problems and the way in which these problems affect families and individuals.

e. Considerable knowledge of human behavior and the basic principles and practices of social casework.

3. Abilities. a. To work with people; to exercise good judgment in appraising situations, making decisions, planning and directing work.

b. To give effective leadership in the development and administration of a county public welfare program.

4. Personal attributes. Satisfactory appearance and poise; trustworthiness, and integrity.

5. Physical characteristics. Good physical condition.

(4) CLASS TITLE: DIRECTOR - CLASS I COUNTY DEPARTMENT OF PUBLIC WELFARE ONLY. (a) Definition. Within the authority delegated by the county board of supervisors, and under general supervision of the county board of public welfare and the State Department of Public Welfare, to serve as the executive and administrative officer of a county department of public welfare having 1 to and including 15 classification points. (See FW-PA 10.30)

- (b) Characteristic Duties and Responsibilities. 1. To plan, organize, direct and coordinate the work of the staff members in all phases of public welfare in a class I agency for the efficient and effective operation of the program;
2. In consultation and agreement with the county board of public welfare to make financial plans including preparation of budgets, maintenance of fiscal control and submission of required reports to the county board;
3. To determine personnel requirements and to be responsible for the appointment of staff with the approval of the county board of public welfare and in compliance with the county merit system;
4. To organize and administer a formalized, comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources.
5. To cooperate with representatives of the state department in the operation and development of the county welfare program, and to prepare and submit required reports to the state department;
6. To obtain the participation of the county board of public welfare in policy making, in community interpretation, and to bring to the board any and all matters on which it is appropriate for the administrator to seek the board's advice;
7. To maintain good public relations and interpret the public welfare program to the community;
8. To plan for regular staff meetings and conferences, to make periodic staff evaluations;
9. To cooperate with other agencies, officials and citizens in planning for community services.

(c) Qualification Requirements. 1. Minimum education and experience.

Two years of full-time paid employment within the last seven years in public or voluntary welfare work in an administrative or professional capacity and graduation from an accredited four-year college or university. One successfully completed year of graduate work in an accredited school of social work may be substituted for one year of qualifying experience.

2. Knowledges. a. Thorough knowledge of organization and functions of state and local governments, including finance, with particular reference to their implications on the county level.

b. Thorough knowledge of Wisconsin public welfare laws and of pertinent provisions of the federal social security act, and familiarity with laws, regulations, and practices pertaining to other federal public welfare programs and of public and private agencies in the state providing special services.

c. Familiarity with modern administrative practices and procedures, budgeting and fiscal management, public administration, and personnel management.

d. General knowledge of current social and economic problems and the way in which these problems affect families and individuals.

e. Knowledge of human behavior and the basic principles and practices of social casework.

3. Abilities. a. To work with people; to exercise good judgment in appraising situations, making decisions, planning and directing work.

b. To give effective leadership in the development and administration of a county public welfare program.

4. Personal attributes. Satisfactory appearance and poise; trustworthiness, and integrity.

5. Physical characteristics. Good physical condition.

(9) CLASS TITLE: CASE WORKER II. (a) Definition. Under appropriate supervision performs social casework in the programs of the county agency, such as: public assistance, child welfare, juvenile court services; and performs other related work as assigned.

(b) Characteristic Duties and Responsibilities. 1. With appropriate supervision and more latitude for individual judgment may perform any of the duties of a Case Worker I, and/or one or more of the following:

2. Services a caseload involving personal and social behavior problems which require special study, planning and treatment;

3. Provides social services appropriate to the client's problem, gives consultation, makes referral or takes other action;

4. Is responsible for exploratory and diagnostic intake and appropriate worker referral;

5. Acts as the agency emergency welfare worker with responsibility for preparing procedures, conducting training sessions, and interpreting the emergency welfare program to the community.

6. Develops satisfactory plans for casework services in cooperation with available local and state welfare and health agencies;

7. Serves as an assistant to the director, judge or casework supervisor in carrying out specific program assignments or duties.

(c) Minimum Education and Experience. 1. Graduation from an accredited four-year college or university and completion of 12 graduate credits in an accredited

school of social work. Each year of full-time employment as a caseworker in a public or voluntary agency may be substituted for six of the above mentioned graduate credits providing the requirements for an In-Service training certificate have been met and such certificate issued by the State Department of Public Welfare. This certificate is awarded upon completion of 180 hours of participation in staff development activities, e.g., orientation, workshops and institutes. Permanent employment status as a Case Worker I and a minimum of five continuous years experience in this capacity may be substituted for the college and graduate credit requirements providing the requirements for an In-Service training certificate have been met and such certificate issued by the State Department of Public Welfare.

2. Knowledges.
 - a. Considerable understanding of human growth and behavior.
 - b. Considerable knowledge of current social and economic problems and the way in which these problems affect families and individuals.
 - c. Considerable knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.
 - d. Considerable knowledge of welfare and health resources, and ways in which these resources may be made available to people in need of them.
 - e. Considerable knowledge of approved social work principles, methods and practices.
3. Abilities.
 - a. To provide casework services adequately and skillfully.
 - b. To plan and organize work to most effectively achieve program objectives.
 - c. To relate to people in an unprejudiced and understanding manner with concern for their circumstances and feeling.
 - d. To prepare and maintain necessary records and reports, and to understand and follow oral or written instructions.

e. To work cooperatively and effectively with local officials and with public and voluntary agencies.

4. Personal attitudes and attributes. Acceptance of individual differences in people, recognition of worth and dignity of individuals, sensitivity to human feelings and needs, recognition of society's responsibility for human welfare; pride and satisfaction in being associated with the governmental agency which provides such services; satisfactory appearance and bearing; energy; emotional maturity; reliability; tact; integrity; good judgment; skill in human relationships; initiative; and resourcefulness.

5. Physical characteristics. Good physical condition.

(10) CLASS TITLE: CASE WORKER I. (a) Definition. Under appropriate supervision in a county agency makes financial investigations and social studies of persons and families in need of financial assistance and/or casework service, makes recommendations for administrative decisions, and performs other related work as assigned.

(b) Characteristic Duties and Responsibilities. 1. Accepts requests and referrals for public assistance, child welfare, juvenile court services and related welfare services; determines through interviews, home visits, and collateral investigations the eligibility of these individuals and families;

2. Explains the scope of the agency's services and discusses the client's rights and responsibilities in relation to his use of such services;

3. Secures verifying evidence pertaining to social history and need, such as records of birth, marriage, income, resources, and property;

4. Determines the extent of need through a budget, identifies personal and

family problems, and submits for approval plans for financial aid and service, including the initial payment, subsequent changes and discontinuances;

5. Plans with the supervisor for social services appropriate to the client's problem and for consultation, referral or other action;

6. Continues contacts with clients by reviewing their economic and social situations as necessary, and recommends modification of the original plan as indicated;

7. Maintains case records containing pertinent, accurate and current information, prepares correspondence, reports and other records as required.

8. Acts as the agency emergency welfare worker with responsibility for preparing procedures, conducting training sessions, and interpreting the emergency welfare program to the community.

(c) Qualification Requirements. 1. Minimum education and experience. Graduation from an accredited four-year college or university.

2. Knowledges. a. Some understanding of human growth and behavior.

b. Knowledge of current social and economic problems and the way in which these problems affect families and individuals.

3. Abilities. a. To acquire and apply within a few months, a good working knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.

b. To acquire, within a few months, a good working knowledge of community welfare and health resources, and ways in which these resources may be used by people in need.

c. To plan and organize work to achieve most effectively program objectives.

d. To relate to people in an unprejudiced and understanding manner with concern for their circumstances and feelings.

e. To prepare and maintain necessary records and reports, and to understand and follow oral or written instructions.

f. To develop skill in human relationships.

4. Personal attitudes and attributes. Acceptance of individual differences in people, recognition of worth and dignity of individuals, sensitivity to human feelings and needs; recognition of society's responsibility for human welfare; pride and satisfaction in being associated with the governmental agency which provides such services; satisfactory appearance and bearing, energy, emotional maturity, reliability; tact; integrity; good judgment.

5. Physical characteristics. Good physical condition.

(12) CLASS TITLE: ADMINISTRATIVE ASSISTANT (a) Definition. Under the general supervision of the director of a Class III or IV agency, judge or children's board, supervises clerical employees, and/or performs specialized clerical functions of considerable difficulty and responsibility calling for thorough familiarity with agency regulations and procedures; and performs other work as assigned.

(b) Examples of Work Performed. 1. Serves as the chief clerical employee or office manager, and in that capacity may supervise a clerical and stenographic staff.

2. Plans and is responsible for the flow of work; assigns and checks work; and instructs the staff in proper office procedures.

3. Works with the agency administrator in preparing budgets of estimated expenditures, county board reports, and prepares correspondence and reports.

4. Is responsible for the record work involved in the purchase and issuance of supplies and equipment necessary for the operation of the agency, and the maintenance of a perpetual inventory record.

5. Is responsible for the clerical work in the handling of property transactions, including verification of property values, filing and disposition of liens, and property management.

6. Is responsible for the agency's fiscal procedures, including the preparation of payrolls and related financial and statistical reports.

(c) Qualifications. 1. Desirable training and experience. Graduation from a college or university of recognized standing; and one year of responsible office experience. Additional experience may be substituted for college education on a year for year basis.

2. Essential knowledges and abilities. Considerable knowledge of the functions, procedures, organization and governing laws and regulations of the administration unit involved; considerable knowledge of modern office practices, procedures and equipment; working knowledge of the fundamental practices of public administration; ability to carry out special and general assignments requiring organization of material and development of procedures without direct supervision; ability to exercise judgment and discretion in the application and interpretation of departmental policies and regulations; ability to initiate and install administrative procedures and to evaluate their effectiveness; ability to establish and maintain effective relationships with the public and other employes.

3. Personal attitudes and attributes. Neatness in appearance and work; emotional maturity; objectivity; resourcefulness; initiative and reliability.

4. Physical characteristics. Good physical condition.

(13) CLASS TITLE: CLERK III (a) Definition. Under general supervision in a county agency supervises clerical employees, and/or performs specialized clerical functions of considerable difficulty and responsibility calling for thorough familiarity with agency regulations and procedures; and performs other work as assigned.

(b) Examples of Work Performed. 1. Serves as the chief clerical employee or office manager in a Class I or II agency, and in that capacity may supervise clerical and stenographic staff.

2. Plans and is responsible for the flow of work; assigns and checks work; and instructs the staff in proper office procedures.

3. Works with the agency administrator in preparing budgets of estimated expenditures, county board reports, and prepares correspondence and reports.

4. Is responsible for the record work involved in the purchase and issuance of supplies and equipment necessary for the operation of the agency, and the maintenance of a perpetual inventory record.

5. Is responsible for clerical work in the handling of property transactions, including verification of property values, filing and disposition of liens, and property management.

6. Is responsible for the agency's fiscal procedures, including the preparation of payrolls and related financial and statistical reports.

7. Assumes a major role as medical clerk keeping medical records, preparing medical reports, and when delegated authorizing medical care.

(c) Qualifications. 1. Desirable training and experience. Graduation from high school, preferably with business courses or additional business school training and four years of office experience of which one year shall have been on supervisory or fairly difficult and responsible work; or two years of such experience and two years of college or university training.

2. Essential knowledges and abilities. Thorough knowledge of office practices, and skill in their application; thorough knowledge of departmental programs, operations and policy with respect to general functions performed; thorough knowledge of commercial arithmetic and business English; ability to meet the public and to get along well with others; ability to lay out work for others and to get results from their efforts; skill in meeting difficult and complex office situations.

3. Personal attitudes and attributes. Neatness in appearance and work; emotional maturity; objectivity; resourcefulness; initiative; and reliability.

4. Physical characteristics. Good physical condition.

(14) CLASS TITLE: CLERK II (a) Definition. Under supervision or subject to review in a county agency performs general clerical work of a varied nature calling for familiarity with agency procedures and the exercise of independent judgment in carrying out assignments; and performs other work as assigned.

(b) Examples of Work Performed. 1. With appropriate supervision and more responsibility for planning and carrying out varied clerical assignments, may perform any of the duties listed under Clerk I and in addition:

2. Serves as clerical unit or section supervisor, assigns work, and reviews and approves completed work.

3. Prepares requisitions, invoices, and receipts; checks bills against approved schedules; vouchers payments, and posts to ledger accounts from source documents.

4. Under supervision prepares administrative and assistance payrolls and related statistical and financial records and reports.

5. Maintains central control files.

6. Handles clerical detail for purchase and issuance of supplies and equipment necessary for the operation of the agency, and maintains inventory records.

(c) Qualifications. 1. Desirable training and experience. Graduation from high school and two years of office experience.

2. Essential knowledges and abilities. Considerable knowledge of modern office methods and procedures; considerable knowledge of business English and spelling; ability to perform somewhat varied and difficult clerical tasks, and to give instructions to other clerical employes performing routine tasks; ability to make arithmetical computations and to keep a variety of records; ability to meet the public and to get along well with others; ability to understand and carry out oral or written instructions.

3. 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.

4. Physical characteristics. Good physical condition.

(15) CLASS TITLE: STENOGRAPHER II (a) Definition. Under supervision or subject to review in a county agency performs general stenographic, secretarial or clerical work of a varied nature calling for familiarity with agency procedures

and the exercise of independent judgment in carrying out assignments; and performs other work as assigned.

(b) Examples of Work Performed. 1. With appropriate supervision and more responsibility for planning and carrying out varied clerical assignments, may perform any of the duties listed under Stenographer I and in addition:

2. Serves as clerical unit or section supervisor, assigns work and reviews and approves completed work.

3. Prepares requisitions, invoices, and receipts; checks bills against approved schedules; vouchers payments; and posts to ledger accounts from source documents.

4. Under supervision prepares administrative and assistance payrolls and related statistical and financial records and reports.

5. Maintains central control files.

6. Handles clerical detail for the purchase and issuance of supplies and equipment necessary for the operation of the agency, and maintains inventory records.

(c) Qualifications. 1. Desirable training and experience. Graduation from high school including or supplemented by a course in stenography and typing and one year of office experience including stenography and typing.

2. Essential knowledges and abilities. Considerable knowledge of office practices and appliances; considerable knowledge of commercial arithmetic, business English and spelling; ability to take notes from dictation at a rate of one hundred net words per minute and to transcribe the notes on the typewriter at a rate of forty net words a minute; ability to type neatly and correctly from plain copy at a rate of fifty words a minute; ability to meet the public and get along well

with others; ability to lay out work for others and to get results from their work.

3. 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.

4. Physical characteristics. Good physical condition.

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

(b) Examples of Work Performed. 1. Takes and transcribes dictation such as letters, case history narrative, reports, or office memoranda.

2. Types a variety of material, such as payrolls, statistical and financial reports; cuts stencils.

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) Qualifications. 1. Desirable training and experience. Graduation from high school including or supplemented by a course in stenography and typing.

2. Essential knowledges and abilities. Working knowledge of business English and spelling; ability to take ordinary dictation at a rate of eighty net words a minute and to transcribe the notes on the typewriter at a rate of forty net words a minute; ability to make clean and correct copies from corrected manuscript, and to set up and type simple tabular statements; ability to make simple

computations and tabulations with reasonable speed and accuracy; aptitude for clerical operations; ability to understand and carry out oral and written instructions; ability to meet the public and get along well with others.

3. 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.

4. 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 tasks; e.g., posts financial records; checks and verifies payrolls and reports; and records as directed.

(c) Qualifications. 1. Desirable training and experience. Graduation from high school.

2. Essential knowledges and abilities. Ability to make simple computations and tabulations with reasonable speed and accuracy; aptitude for clerical operations; ability to understand and carry out oral and written instructions; ability to meet the public and to get along well with others.

3. 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.

4. Physical characteristics. Good physical condition.

FW-PA 10.32 (18) is re-numbered 10.32 (19) and amended to read and 10.32 (18) is created to read:

(18) CLASS TITLE: TYPIST II (a) Definition. Under supervision or subject to general review in a county agency performs typing and clerical work of a varied nature calling for familiarity with agency procedures and the exercise of independent judgment in carrying out assignments, and performs other work as assigned.

(b) Examples of Work Performed. 1. With appropriate supervision and more responsibility for planning and carrying out varied clerical assignments, may perform any of the duties listed under Typist I and in addition:

2. Serves as clerical unit or section supervisor; assigns work; and reviews and approves completed work.

3. Prepares requisitions, invoices, and receipts; checks bills against approved schedules; vouchers payments; and posts to ledger accounts from source documents.

4. Under supervision prepares administrative and assistance payrolls and related statistical and financial records and reports.

5. Maintains central control files.

6. Handles clerical detail for purchase and issuance of supplies and equipment necessary for the operation of the agency, and maintains inventory records.

(c) Qualifications. 1. Desirable training and experience. Graduation from high school including or supplemented by a course in typing and one year of office experience.

2. Essential knowledges and abilities. Considerable knowledge of modern office methods and procedures; knowledge of business English and spelling; ability to type from clean copy at a rate of fifty net words a minute, to copy correctly from rough manuscript, and to set up and type tabular matter neatly and correctly; ability to perform somewhat varied and difficult clerical tasks and to give instructions to other clerical employees performing routine tasks; ability to make arithmetical computations and to keep a variety of records; ability to meet the public and to get along well with others; ability to understand and carry out oral and written instructions.

3. 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.

4. Physical characteristics. Good physical condition.

(19) CLASS TITLE: TYPIST I (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) Qualifications. 1. Desirable training and experience. Graduation from high school including or supplemented by a course in typing.

2. Essential knowledges and abilities. Working knowledge of business English and spelling; ability to type from clean copy at a rate of forty net words a minute, to make clean and correct copies from corrected manuscript and to set up and type simple tabular statements; ability to make simple computations and tabulations with reasonable skill and accuracy; aptitude for clerical operations; ability to understand and carry out oral and written instructions; ability to meet the public and to get along well with others.

3. 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.

4. Physical characteristics. Good physical condition.

FW-PA 10.32 (19) is re-numbered 10.32 (20).