



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** February 5, 2016

**CLOSING DATE:** February 22, 2016

**COUNTY TITLE:** CASEWORK SUPERVISOR I

**PAY GRADE:** 308

(Civil Service Class Title; Class Code-Position Number: County Casework Supervisor; L0626-0005)

**BARGAINING UNIT:** PSSU Meet & Discuss

**DEPT:** Erie County DHS/OCY

(Seniority Position: NO)

154 W. 9<sup>th</sup> St., Erie, PA 16501

**SALARY RANGE:** \$20.86/hour \$40,677/annual – Minimum  
\$34.69/hour \$67,646/annual – Maximum

**HOURS PER WEEK:** 37.5  
Monday – Friday, 8:30 a.m. – 5:00 p.m.

**\*\*\*THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION\*\*\***

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to: Human Resources Dept., Erie County Court House, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday – Friday, 8:30 am – 4:00 pm. **Application materials must be received by or postmarked on or before: Monday, February 22, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov). CLICK ON THE “JOB OPPORTUNITIES” LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES’ ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

*Inquiries related specifically to job duties and responsibilities may be directed to Mary Jo Cline @ 814-451-6630. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

All applicants must meet both the Pennsylvania residency requirement and the minimum experience and training (METs) required for the job. The METs for this position are: Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR**, Any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

Applicants must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a County Casework Supervisor (Job Code – L0626);  
**OR**

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in the next lower class of either a County Caseworker 2 or a County Social Worker 1;

**For any other classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for this position.**

**Applicants must also meet Civil Service Meritorious Service and Seniority criteria:** Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

**OR**

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the County Casework Supervisor classification.

**If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for a County Casework Supervisor, you will be ineligible for consideration for this position.**

### **DUTIES AND RESPONSIBILITIES**

#### **Principal Functions:**

- Provide direct clinical supervision and training regarding child welfare policies and procedures.
- Analyzes, interprets and applies laws, regulations and professional standards to child welfare decisions regarding issues of child safety, well-being, family functioning and permanency.
- Reviews and reads case records, Court information and dictation to ensure all Agency services are met, fully documented and in compliance with Federal and State laws and regulations, Agency policies, procedures, professional ethics and Court decisions.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

**\*This position is subject to the provisions of the PSSU Memorandum of Understanding for First Level Supervisors\***

#### **STATEMENT OF EMPLOYEE BENEFITS**

Average Annual Benefits & Pension Value for: PSSU Supervisors    Single Coverage - **\$11,950**  
Dependent Coverage - **\$23,050**

Average paid holidays annually – **13 days**

Average paid vacation for 1<sup>st</sup> year – **6 days (amount increases after one year of employment and caps out w/30 days @ 20 years)**

Average paid personal days annually – **5 days**

Holidays may vary by bargaining unit