

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV80239</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRCP</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>8832</b>		
<b>Job Code Established:</b>	<b>8/4/05</b>	<b>Effective Date:</b>	<b>4/2/05</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Child Protective Services Series

**JOB CODE TITLE:** CHILD PROTECTIVE SERVICES ASSISTANT PROGRAM MANAGER

**HRIS TITLE:** CPS ASST PRG MGR

**CHARACTERISTICS OF THE JOB CODE:** Under general direction, manages Child Protective Services (CPS) unit supervisors and administrative support staff according to Departmental and District policy pertaining to Children Services (i.e. foster care, Child Protective Services, adoption; development and technical assistance on district policy pertaining to these areas).

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Supervise CPS unit supervisors and administrative support staff regarding performance according to Departmental and District policy pertaining to Children Services; make day to day decisions regarding staff in the management of Children Services including Child Protective Services investigations, foster care placement, residential care placement, adoptive placements, removal of children and ICPC cases; hire, discipline, terminate subordinates; consult with CPS Supervisors and CPS Specialists regarding cases to assure that children are protected, ensure that service delivery is performed according to the agency's policies and procedures, mission statement and service philosophy; evaluate progress toward case plan tasks, objectives and goals by giving input and providing direction; determine the appropriateness of case plans, children's placements, in-home or out of home; monitor effectiveness of interventions, service providers, provides directions and makes recommendations for service delivery; monitors compliance with policies and procedures, and state and federal statutes including the compliance with the Indian Child Welfare Act, the Adoption and Safe Families Act, Interstate Compact for the Placement of Children statutes; approve special foster care rates, service authorizations, and other expenditures; conduct case reviews; meet with unit supervisors for clinical supervision; represent the agency to families involved with CPS, internal CPS staff and the general public regarding specific cases and CPS in general; respond to callers/correspondence when there is a concern beyond the scope of the CPS Specialists or Supervisor; attend case related meetings, case plan staffings or court hearings with case manager or supervisors in high profile or complex situations.

Monitor the workload of units, identify needs, trends and available resources; resolve problems and questions presented by subordinate staff, clients, and others regarding work process, policies and procedures, organization or methods; attend management and other required meetings; participate on committees, task forces, advisory groups, Speaker's Bureau and special projects as assigned by the Program Manager.

**WORK CONDITIONS:** Works in a standard office environment. May occasionally attend meetings or court hearings outside of office.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Arizona Revised statutes, contemporary concepts and practices in child welfare programs; federal laws; Juvenile Court system; community resources in provision of child welfare services; needs of abandoned, neglected and abused children; personnel management concepts; work management/leadership.

**Skill in / Ability to:** Oversee and consult on case management activities to be performed by agency staff; develop collaborative working relationships with government and community agencies; develop interpersonal relationships (providers, clients, employees); provide conflict resolution; effectively use oral/written communications.

KSAs are typically obtained through experience and/or education in:

- Social Work or related field
- Child welfare specializing in Child Protective Services
- Supervisory experience in children's services

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** Master's or Bachelor's Degree in social work or related field