

POSTING IS REQUIRED

Classification Notice No. 1387

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: June 20, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Team Decision Making Coordinator (807-A) and Lead Team Decision Making Coordinator (808-A).

The Child Welfare Division of Denver Human Services (DHS) currently has a Team Decision Making (TDM) unit that provides for community engagement and team forums as mandated by Child Welfare to families involved in investigations and open cases in both Child Welfare and Youth Services/Community Impact at DHS. To properly classify, recruit for and evaluate these functions, DHS has requested the creation of two new classes, DHS Team Decision Making Coordinator and Lead DHS Team Decision Making Coordinator.

The incumbents performing this work are currently classified as Social Case Workers, Senior Social Case Workers and Lead Social Case Workers. While the incumbents utilize their social work background in the performance of their duties, their specific duties are significantly different than the duties of other social case workers at DHS. These incumbents do not carry on-going cases nor do they develop treatment plans; their work is focused on coordinating the Team Decision Making process that includes the facilitation of meetings with internal staff, community members, family/clients, attorneys and other professional providers in all decisions involving child removal, change of placement, and reunification/other permanency plan.

Creating the DHS Team Decision Making Coordinator class will more accurately reflect the work being done by employees on the team, which will help in recruiting efforts and will provide distinction from, and advancement opportunities for, other employees in the Social Case Worker series.

The Lead DHS Team Decision Making Coordinator class will be responsible for performing lead work over the DHS Team Decision Making Coordinators. One incumbent currently classified as a Lead Social Caseworker is currently serving as a lead over the unit. Creating a specific class will, as with the DHS Team Decision Making Coordinator, recognize and compensate the incumbent for the specialized work she is performing. The position in this class will be a working lead and perform many of the same duties as the Coordinators, but will also be responsible for handling particularly complex situations and giving guidance to the team members when unusual or crisis situations arise. The position is also expected to serve as a subject matter expert. Having lead positions serve in this capacity is common industry practice; currently Jefferson, Boulder and Adams counties all use leads over Social Case Workers.

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Team Decision Making Coordinator	CA2831	807-A (\$46401-\$74242)
Lead Team Decision Making Coordinator	CA2832	808-A (\$49603-\$79365)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor’s veto.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday June 20, 2013** **9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Heather Britton heather.britton@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, June 19, 2013**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday June 18, 2013**.