

Filed Sept 27, 1957
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ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE
ADOPTING, AMENDING OR REPEALING RULES.

PW-PA 10.25

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 repeals, amends and adopts rules as follows: Sections P.W.-P.A. 10.25, 10.26, 10.27, 10.28, 10.29, 10.30, 10.31 and 10.32 of the Wisconsin Administrative Code are amended to read: (the rules as amended are attached hereto)

The rules, amendments and repeals contained herein shall take effect on November 1, 1957 pursuant to the authority granted by s. 227.026

(1) (b):

Dated: September 27, 1957

State Department of Public Welfare



Wilbur J. Schmidt, Director

ORDER OF THE STATE DEPARTMENT OF PUBLIC SAFETY
ADOPTING, AMENDING OR REPEALING RULES

Whereas the State Department of Public Safety is authorized by sections 10.01 and 10.02 of the Wisconsin Administrative Code to amend the rules as follows: sections 10.01, 10.02, 10.03, 10.04, 10.05, 10.06, 10.07, 10.08, 10.09, 10.10, 10.11 and 10.12 of the Wisconsin Administrative Code are amended to read:

(the rules as amended are attached hereto)

The rules, amendments and repeals contained herein shall take effect on November 1, 1957 pursuant to the authority granted by s. 19.35, Wis. Stat.

(1) (a):

Dated: September 11, 1957

State Department of Public Safety


William J. Connelley, Director

COUNTY MERIT SYSTEM CLASSIFICATION PLAN

PW-PA 10.32

(1) CLASS TITLE: Director V -- Class V Agency 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 Division of Public Assistance, to serve as the executive and administrative officer of a county department of public welfare having 7½ or more classification points. (See PW-PA 10.30)

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To be responsible for all phases of the public welfare program in a class V 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;

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;

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;

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;

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;

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

To engage in conferences with the supervisory staff and to plan for staff development and in-service training programs; to be responsible for periodic staff evaluations;

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

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

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: 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 the basic principles and practices of social case work and the principles of human behavior.

(3) Abilities: (a) Ability to work with people; ability 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 IV - Class IV Agency 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 Division of Public Assistance, to serve as the executive and administrative officer of a county department of public welfare having $5\frac{1}{2}$ to and including 7 classification points. (See FW-PA 10.30)

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

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;

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;

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;

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;

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;

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

To engage in conferences with the supervisory staff and to plan for staff development and in-service training programs; to be responsible for periodic staff evaluations;

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

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

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: 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 the basic principles and practices of social case work and the principles of human behavior.

(3) Abilities: (a) Ability to work with people; ability 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 III -- Class III Agency 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 Division of Public Assistance, to serve as the executive and administrative officer of a county department of public welfare having $3\frac{1}{2}$ to and including 5 classification points. (See FW-PA 10.30)

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To plan, organize, direct and coordinate the work of the staff members in all phases of public welfare in a class III agency for the efficient and effective operation of the program;

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;

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;

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;

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;

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

To plan for staff development and in-service training, including regular staff meetings and conferences; to make periodic staff evaluations;

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

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: 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 the basic principles and practices of social case work and the principles of human behavior.

- (3) Abilities: (a) Ability to work with people; ability to exercise good judgment in appraising situations, making decisions, planning and directing work.
- (b) Ability 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 II - Class II Agency 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 Division of Public Assistance, to serve as the executive and administrative officer of a county department of public welfare having 0 to and including 3 classification points. (See PW-PA 10.30)

(b) CHARACTERISITC DUTIES AND RESPONSIBILITIES:

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;

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;

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;

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;

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;

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

To plan for staff development and in-service training, including regular staff meetings and conferences, to make periodic staff evaluations;

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

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: 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) Familiarity with basic principles and practices of social case work and the principles of human behavior,

(3) Abilities: (a) Ability to work with people; ability to exercise good judgement in appraising situations, making decisions, planning and directing work.

(b) Ability 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.

(5) CLASS TITLE: Director I (Assistant Administrator I) - Class I Agency only

(a) DEFINITION: To act as assistant administrator in an agency where a judge administers the social security aids. (See PW-PA 10.30)

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Under direction of the judge to plan, organize, direct and coordinate the work of staff members in assigned phases of public welfare for the efficient and effective operation of the program;

Under direction of the judge, to prepare budget data, maintain fiscal controls, and prepare reports;

To supervise intake, investigations, disposition of applications, continuing plans for assistance or service and recording of these activities;

To cooperate with representatives of the state department in the operation of the county welfare program, and when directed by the judge to be responsible for preparation of required reports for submission to the state department;

To plan for staff development and in-service training, including regular staff meetings and conferences;

To maintain good public relations and interpret the public welfare program in community contacts.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: One year of full-time paid employment within the last six 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 the 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) Familiarity with basic principles and practices of social case work and the principles of human behavior.

- (3) Abilities: (a) Ability to work with people; ability to exercise good judgment in appraising situations, and planning and directing work.
(b) Ability to give staff leadership in the operations of the agency.
- (4) Personal Attributes: Satisfactory appearance and poise; trustworthiness, and integrity.
- (5) Physical Characteristics: Good physical condition.

(6) CLASS TITLE: Case Work Supervisor

(a) DEFINITION: Upon delegation by the director, to supervise and develop the social service staff and to maintain professional standards of social work practice, to review and coordinate the work of the staff and to do other work as assigned; to interpret agency programs and to participate in community planning to meet welfare needs,

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To plan, organize and direct the activities of the social service staff for the efficient and effective operation of the program;

To guide the professional development and training of the social service staff; to be responsible for supervision and to evaluate staff performance;

To guide and supervise the procedures for intake, investigation, disposition of applications and referrals, continuing plans for assistance and case work treatment, handling of complaints and review of work;

To review case records for accuracy and completeness of investigation, decision, and case plan and as a basis for determining staff training needs;

To recommend policies and procedures consistent with acceptable social work practices and to assist the director in developing sound policies and procedures to assure effective administration;

To cooperate with other social agencies and civic groups in coordinating and developing activities and resources to meet community needs;

To assist in the interpretation of the agency program and services to the community and to participate in group meetings for development of community interest.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Graduation from an accredited four year college or university and two years of graduate work in an accredited school of social work. Three years of full-time paid employment within the last seven years in a casework capacity in a public or voluntary welfare agency of which two years must have been in a supervisory capacity, or as a caseworker with responsibility for handling a special phase of work requiring skilled service, study or social treatment.

- (2) Knowledges: (a) Extensive knowledge of approved social case work principles and methods in the field of welfare, family inter-relationships, and individual and group behavior,
(b) Thorough knowledge of current social and economic problems and the way in which these problems affect families and individuals,
(c) Thorough knowledge of laws, regulations and practices pertaining to federal and state public welfare programs,
(d) Extensive knowledge of community welfare and health resources and ways in which these resources may be made available to people in need,
(e) Familiarity with literature of the field of public welfare and social work,
(f) Considerable knowledge of community organization principles and methods.
- (3) Abilities: (a) To direct and supervise the work of others,
(b) To stimulate staff growth and development and to give effective casework consultation,
(c) To acquire and maintain the confidence and cooperation of staff and persons dealt with in the course of work,
(d) To maintain perspective,
(e) To express ideas effectively,
(f) To organize and to care for details in an orderly fashion.
- (4) Personal Attributes: Resourcefulness; initiative; tact; energy; integrity; enthusiasm; firmness; satisfactory appearance and bearing.
- (5) Physical Characteristics: Good physical condition.

(7) CLASS TITLE: Case Worker III

(a) DEFINITION: Under general supervision to provide intensive casework services for such programs as child welfare, juvenile court services, child guidance, specialized areas of public assistance and other work as assigned; to interpret service programs to the community; and to participate in community planning to meet welfare needs.

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES

To plan for and to apply intensive casework treatment in helping clients toward a solution of problems creating dependency, delinquency and mental illness;

To interpret the scope of the agency's services to the client and discuss his rights and responsibilities in relation to his use of such services;

To furnish casework services to children and parents in their own homes as a means of strengthening family life; to provide casework services to unmarried mothers; and to make investigations regarding adoptions;

To recruit, evaluate and supervise foster homes.

To work with schools and other agencies to identify children who are in need of special help and to jointly plan how these needs can best be met;

Within agency policy, to engage in planning conferences with other public and voluntary agencies for jointly considering problems, for better use of existing resources and for developing needed resources;

To interpret to the community the causal factors in family breakdown and behavior problems as they are related to the agency's program and services;

To participate in establishing agency policies and procedures relating to acceptable social work practices; and to give consultative services to Case Worker I and II as assigned;

To prepare written reports and correspondence, and to keep accurate and current information in case records and other designated records.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Graduation from an accredited four year college or university and two years of graduate work in an accredited school of social work.

(2) Knowledges: (a) Thorough knowledge of human growth and development and of casework principles and methods.

- (b) Thorough knowledge of current social and economic problems and the way in which these problems affect families and individuals.
- (c) Thorough knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.
- (d) Thorough knowledge of community welfare and health resources and ways in which these resources may be made available to people in need.
- (e) Considerable knowledge of community organization principles and methods.

- (3) Abilities: (a) To work with people and to exercise good judgment in evaluating situations and in making decisions.
- (b) To express ideas effectively.
 - (c) To effectively apply professional training to casework practice in his duties.
 - (d) To work cooperatively with local officials and with other social workers.
 - (e) To organize efficiently and care for details.

(4) Personal Attributes: Initiative; resourcefulness; tact; good judgment; satisfactory appearance and bearing.

(5) Physical Characteristics: Good physical condition.

(8) CLASS TITLE: Case Worker II

(a) DEFINITION: Under general supervision in a county department of public welfare to perform specialized casework services in public assistance, child welfare, juvenile court services and related services; or to perform other duties assigned by the director.

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To carry a caseload involving personal and social behavior problems which require special study, planning and treatment;

To take applications and referrals for public assistance and other program services and to determine eligibility and extent of need;

To interpret the scope of the agency services and to discuss the client's rights and responsibilities in relation to use of agency services;

To provide social services appropriate to the client's problem and for consultation, referral or other action;

To develop satisfactory plans for casework services in cooperation with available local and state welfare and health agencies;

To serve as an assistant to the director or casework supervisor in carrying out specific program assignments or duties;

To prepare correspondence and necessary reports and to keep accurate current information in case records and other reports as required.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Graduation from an accredited four year college or university and completion of 12 graduate credits from an accredited graduate school of social work and one year of full-time paid employment within the last five years in a casework capacity in a public or voluntary agency. Applicants may substitute four years of specialized casework experience in public assistance, child welfare, juvenile court services or related services for the 12 graduate credits. Any person having graduated from an accredited four year college or university who at the time this classification plan becomes effective is employed in an agency as a Case Worker I in a position which was to have been reclassified to Child Welfare Worker I or Case Worker II upon completion of the required one year of experience will be eligible for reclassification to Case Worker II upon completion of the one year of experience up until one year after the effective date of this plan.

(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 community welfare and health resources, and ways in which these resources may be made available to people in need.

(e) Considerable knowledge of approved social work principles, methods and practices.

- (3) Abilities: (a) To work with people and to exercise good judgment in evaluating situations and in making decisions.
(b) To adequately and skillfully provide casework services.
(c) To acquire and maintain the confidence and respect of persons in need and to plan with them for assistance and service.
(d) To prepare and maintain complete, accurate case records and reports and to follow oral and written instructions.
(e) To work cooperatively and effectively with local officials as well as with public and voluntary agency case workers.
(f) To organize efficiently and care for details.
- (4) Personal Attributes: Initiative; resourcefulness; tact; energy; firmness, reliability; good judgment; satisfactory appearance and bearing.
- (5) Physical Characteristics: Good physical condition.

(9) CLASS TITLE: Case Worker I

(a) DEFINITION: Within the functions assigned to the county department of public welfare, to make investigations as to the eligibility and extent of need of persons who apply for public assistance and social services, to make recommendations for administrative decision, and to perform related work as assigned.

(b) CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To take requests and referrals for public assistance, child welfare, juvenile court services and related welfare services; to determine through interviews, home visits, and collateral investigations the eligibility of these individuals and families;

To interpret the scope of the agency's services and discuss the client's rights and responsibilities in relation to his use of such services;

To secure verifying evidence pertaining to social history and need, such as records of birth, marriage, income, resources, and property;

To determine the extent of need through a budget and submit for approval plans for assistance and service, including the initial payment, subsequent changes and discontinuances;

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

To maintain continuing contacts with clients by reviewing their economic and social situations periodically or as required, and to recommend modification of the original plan as indicated;

To prepare correspondence and necessary reports and to keep accurate current information in case records and other records as required.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Graduation from an accredited four-year college or university. An applicant may substitute one year of full-time paid employment within the last five years in (a) case work in a public or voluntary agency, (b) education, including public school teaching, adult education, agricultural extension service, home economics, recreation, group work and vocational counseling, placement or rehabilitation, or (c) professional nursing, for one year of the college education, with a maximum substitution of two years of the employment described above for two years of college education.

(2) Knowledges: (a) Some understanding of human growth and behavior.

(b) Familiarity with current social and economic problems and the way in which these problems affect families and individuals.

(c) Familiarity with laws, regulations and practices pertaining to federal and state public welfare programs.

(d) Familiarity with community welfare and health resources, and ways in which these resources may be made available to people in need.

- (3) Abilities: (a) To work with people and to exercise good judgment in evaluating situations and in making decisions,
(b) To acquire and maintain the confidence and respect of those in need and to plan with them for assistance or other services.
(c) To prepare and maintain detailed, accurate case records and reports, and to understand and follow oral or written instructions.

(4) Personal Attributes: Capacity for development in this field of work; tact; alertness to and awareness of current events having a bearing upon socio-economic problems; energy; firmness; reliability; good judgment; satisfactory appearance and bearing.

(5) Physical Characteristics: Good physical condition.

(10) CLASS TITLE: Clerk IV

(a) DEFINITION: Under general supervision in a county department of public welfare classified as either a Director IV or Director V agency either to supervise a large group of clerical employees engaged in performing important phases of clerical work, or in some instances personally to perform specialized administrative and clerical functions of considerable difficulty and responsibility such as the handling of property transactions.

(b) EXAMPLES OF WORK PERFORMED:

Serve as the chief clerical employee or office manger, and in that capacity supervise a large clerical and stenographic staff.

Plan and be responsible for the flow of work; assign and check work; and instruct the staff in proper office procedures.

Work with the director in preparing budgets of estimated expenditures and prepare correspondence and reports.

Be responsible for the purchase and issuance of supplies and equipment necessary for the operation of the agency, and the maintenance of a perpetual inventory record.

Be responsible, in some instances, for the handling of property transactions, including verification of property values, filing and disposition of liens, and in some cases property management.

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

Carry out other special administrative or clerical duties as assigned by the director.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Six years of full-time paid employment within the last ten years in increasingly responsible clerical work, of which one year must have involved specialized administrative functions of considerable difficulty and responsibility; and graduation from a standard four-year high school. Applicants may substitute training in an accredited college or university for experience at the rate of one successfully completed year of college education for one year of experience, but may not substitute such training for the required one year of specialized service.

(2) Knowledges: (a) Practical working knowledge of approved office methods, practices, and procedures, including supervision.

(b) Knowledge of business English and arithmetic.

(c) Knowledge of the application of standard bookkeeping and elementary accounting principles.

(d) Familiarity with the organization and function of state and local governments, with particular reference to their implications on the county level.

(e) Familiarity with the use of common office or business machines and equipment.

(3) Abilities: (a) Ability to readily acquire a thorough working knowledge of the agency's functions, fiscal procedures, office forms, manuals, and routines.

(b) Ability to understand and follow instructions of highly complex nature, and to supervise a staff in carrying out these instructions.

(4) Personal Attributes: Initiative; resourcefulness; tact, good judgment in evaluating situations and making decisions; integrity; energy.

(5) Physical Characteristics: Good physical condition.

(11) CLASS TITLE: Clerk III

(a) DEFINITION: Under general supervision in a county department of public welfare either to supervise a large group of clerical employees engaged in performing important phases of clerical work, or in some instances personally to perform specialized administrative and clerical functions of considerable difficulty and responsibility such as the handling of property transactions.

(b) EXAMPLES OF WORK PERFORMED:

Serve as the chief clerical employee or office manager, and in that capacity supervise a large clerical and stenographic staff.

Plan and be responsible for the flow of work; assign and check work; and instruct the staff in proper office procedures.

Work with the director in preparing budgets of estimated expenditures and prepare correspondence and reports.

Be responsible for the purchase and issuance of supplies and equipment necessary for the operation of the agency, and the maintenance of a perpetual inventory record.

Be responsible, in some instances, for the handling of property transactions, including verification of property values, filing and disposition of liens, and in some cases property management.

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

Carry out other special administrative or clerical duties as assigned by the director.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Five years of full-time paid employment within the last ten years in increasingly responsible clerical work, of which one year must have involved specialized administrative functions of considerable difficulty and responsibility; and graduation from a standard four-year high school. Applicants may substitute training in an accredited college or university for experience at the rate of one successfully completed year of college education for one year of experience, but may not substitute such training for the required one year of specialized service.

(2) Knowledges: (a) Practical working knowledge of approved office methods, practices, and procedures, including supervision.

(b) Knowledge of business English and arithmetic.

(c) Knowledge of the application of standard bookkeeping and elementary accounting principles.

(d) Familiarity with the organization and function of state and local governments, with particular reference to their implications on the county level.

(e) Familiarity with the use of common office or business machines and equipment.

(3) Abilities: (a) Ability to readily acquire a thorough working knowledge of the agency's functions, fiscal procedures, office forms, manuals, and routines.

(b) Ability to understand and follow instructions of a highly complex nature, and to supervise a staff in carrying out these instructions.

(4) Personal Attributes: Initiative; resourcefulness; tact, good judgment in evaluating situations and making decisions; integrity; energy.

(5) Physical Characteristics: Good physical condition.

(12) CLASS TITLE: Clerk II

(a) DEFINITION: Under supervision in a county department of public welfare to perform somewhat difficult and responsible general clerical work of a varied nature; in some instances to supervise a small staff or a unit engaged in routine clerical work.

(b) EXAMPLES OF WORK PERFORMED:

Serve as supervisor of a group of clerks or stenographers, assign work, and review and approve completed work.

Prepare requisitions, invoices, and receipts; audit bills; voucher payments, and post to ledger accounts from source documents.

Prepare administrative and assistance payrolls and related statistical and financial records and reports.

Be responsible as directed for the handling of property transactions.

Be responsible for the purchase and issuance of supplies and equipment necessary for the operation of the agency, and maintain inventory records.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Six years of full-time paid employment within the last ten years involving some clerical work, and completion of the eighth grade. Training in any recognized school beyond the elementary level may be substituted year for year for the experience required.

(2) Knowledges: (a) Practical working knowledge of office methods, practices, and procedures.

(b) Familiarity with standard bookkeeping and elementary accounting principles.

(c) Familiarity with the use of common office or business machines and equipment.

(d) Familiarity with postal rules, regulations, and rates.

(e) Practical working knowledge of grammar, spelling, and arithmetic.

(3) Abilities: (a) Ability to readily acquire a working knowledge of the agency's functions, fiscal procedures, manuals, and office forms.

(b) Ability to understand and follow instructions of a complex nature, and to give directions for the performance of simple clerical work.

(4) Personal Attributes: Accuracy; good memory; initiative; resourcefulness; tact; good judgment.

(5) Physical Characteristics: Good physical condition.

(13) CLASS TITLE: Clerk Stenographer II

(a) DEFINITION: Under supervision in a county department of public welfare to perform somewhat difficult and responsible general clerical work of a varied nature including stenographic work; in some instances to supervise a small staff or a unit engaged in routine clerical work.

(b) EXAMPLES OF WORK PERFORMED:

Serve as supervisor of a group of clerks or stenographers, assign work and review and approve completed work.

Prepare requisitions, invoices, and receipts; audit bills; voucher payments, and post to ledger accounts from source documents.

Prepare administrative and assistance payrolls and related statistical and financial records and reports.

Be responsible as directed for the handling of property transactions.

Be responsible for the purchase and issuance of supplies and equipment necessary for the operation of the agency, and maintain inventory records.

Take and transcribe dictation.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Six years of full-time paid employment within the last ten years involving some clerical work including stenography, and completion of the eighth grade. Training in any recognized school beyond the elementary level may be substituted year for year for the experience required.

(2) Knowledges: (a) Practical working knowledge of office methods, practices, and procedures, including stenography.

(b) Familiarity with standard bookkeeping and elementary accounting principles.

(c) Familiarity with the use of common office or business machines and equipment.

(d) Familiarity with postal rules, regulations, and rates.

(e) Practical working knowledge of grammar, spelling, punctuation, and arithmetic.

(3) Abilities: (a) Ability to readily acquire a working knowledge of the agency's functions, fiscal procedures, manuals, and office forms.

(b) Ability to understand and follow instructions of a complex nature, and to give directions for the performance of simple clerical work.

(c) Ability to take dictation as measured by a rate of 100 words a minute for material of ordinary difficulty, and to transcribe it accurately at a reasonable rate of speed.

(b) Ability to type from plain copy as measured by a rate of 40 net words a minute.

(16) CLASS TITLE: Clerk Typist

(a) DEFINITION: Under supervision in a county department of public welfare to perform general typing and clerical work of a varied nature in accordance with predetermined and clearly defined procedures.

(b) EXAMPLES OF WORK PERFORMED:

Type administrative and assistance payrolls, statistical and financial reports; type letters and reports from rough draft; type reports from dictating machines; cut stencils.

Perform a variety of general clerical tasks; prepare payrolls and simple statistical and financial reports; open and distribute mail.

Act as reception clerk, answer routine inquiries, make appointments, and answer the telephone.

(c) QUALIFICATION REQUIREMENTS:

(1) Minimum Experience and Training: Four years of full-time paid employment within the last ten years in general office work, including some typing and the completion of the eighth grade. Training in any recognized school beyond the elementary level may be substituted year for year for the experience required.

(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) Ability to type from plain copy accurately as measured by a rate of thirty net words a minute.

(b) Ability to make exact copies of simple tables or tabulated material.

(c) Ability to understand and follow simple instructions.

(4) Personal Attributes: Aptitude for clerical work requiring care and accuracy in detail; alertness; tact; good memory; good judgment.

(5) Physical Characteristics: Good physical condition.

COUNTY MERIT SYSTEM COMPENSATION PLAN

PW-PA 10.25 - Salary Schedule

(1)

<u>Class Title</u>	A	B	C	D	E	(6)	(7)	(8)	(9)	(10)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Director V	\$450	\$470	\$490	\$510	\$530	\$550	\$570	\$590	\$610	\$630
Director IV	420	440	460	480	500	520	540	560	580	600
Director III	395	415	435	455	475	495	515	535	555	575
Director II	370	390	410	430	450	470	490	510	530	550
Director I	345	360	375	390	405	420	435	450	465	480
Case Work Supervisor	375	395	415	435	455	475	495	515	535	555
Case Worker III	355	370	385	400	415	430	445	460	475	490
Case Worker II	300	315	330	345	360	375	390	405	420	435
Case Worker I	270	285	300	315	330	345	360	375	390	405
Clerk IV	230	240	250	260	270	280	290	300	310	320
Clerk III	215	225	235	245	255	265	275	285	295	305
Clerk II	180	190	200	210	220	230	240	250	260	270
Clerk Stenographer II	190	200	210	220	230	240	250	260	270	280
Clerk Stenographer I	170	180	190	200	210	220	230	240	250	260
Clerk I	160	170	180	190	200	210	220	230	240	250
Clerk Typist	160	170	180	190	200	210	220	230	240	250

- (2) Each county must adopt a six consecutive step compensation plan from the schedule of salary steps shown above (Schedule A, 1 - 6; Schedule B, 2 - 7; Schedule C, 3 - 8; Schedule D, 4 - 9; Schedule E, 5 - 10). The corresponding six salary steps must be used for all position classifications used in the county agency. The selection of ranges from different schedules will not be approved. If a county had previously adopted a specific schedule of the compensation plan which was effective 9-23-55 that schedule shall automatically apply under the compensation plan effective 1-1-58 unless county action is taken in selecting one of the other schedules under this plan. County action in adopting one of the schedules shall be by formal resolution of the board having authority to set salaries of persons employed under the merit system. A certified copy of the county's action electing one of the schedules shall be filed with the Division of Public Assistance. Counties operating under Schedule "A" under the compensation plan effective 9-23-55 (by default) shall continue to operate under Schedule "A" of the revised plan unless specific action is taken in adopting another schedule. This plan shall be applicable to all classes of positions in the agency effective not later than January 1, 1958.
- (3) A change of salary schedule may be made provided that six new consecutive steps are selected from the schedule of steps outlined above. Such change shall also be by formal resolution of the board having

authority to set salaries of persons employed under the merit system, and shall be filed with the Division, showing the date of adoption and the effective date of the new salary schedule.

- (4) The minimum shall be the lowest rate and the maximum the highest rate which shall be paid an employee. Intermediate steps shall be the rate of salary advancement between the minimum and maximum.

PW-PA 10.26 - Entrance Salary

The entrance salary for an employee on first appointment shall be the minimum salary rate for the given range except as hereinafter provided.

- (1) A county may request authorization to appoint at any step above the minimum. If approved, such rate then becomes the minimum rate for all employees 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 appointment 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.
- (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, Case Worker III, Case Worker II, and Case Worker I if, in the opinion of the Division, the training and experience of the eligible justifies such rate and a recommendation for such payment has been made by the appointing authority. In such instances, a formal request for a newly established minimum would not be required. Such recommended increase shall be limited to two steps above the established minimum.

PW-PA 10.27 - Salary Adjustments

- (1) Adjusting salaries to the new schedule
 - (a) The rate of pay of those employees below the minimum in the applicable schedule shall be increased to the minimum upon adoption of this compensation plan.
 - (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 to the next higher step must be made not later than January 1, 1958.

- (2) Promotions - An employee who is promoted shall have his salary raised at least to the minimum rate of pay for the new class if his salary before promotion fell below such minimum rate. If his salary before promotion does not coincide with one of the steps in the new range, it must be adjusted to the next higher step.
- (3) Demotions - An employee who is demoted shall have his salary reduced at least to the maximum rate of the new class. If his salary before demotion does not coincide with one of the steps in the new range, it must be adjusted to the next lower step at the time demotion takes place.
- (4) Transfers - An employee who is transferring shall be paid a salary within the range of the schedule adopted by the agency to which he is transferring.
- (5) Part-time and over-time employment - The rates prescribed in the salary ranges are the rates payable for full-time employment subject to vacation, sick leave allowances, etc. When employment is on a part-time basis or for a portion of a month, the proportionate part of the rate for the time actually employed shall be paid. Over-time payments, necessitated by acute labor shortages, may be approved when the hourly rate is straight time computed on the basis of the regular monthly salary.
- (6) Cost of living bonus - Cost of living bonuses made for the purpose of adjusting salaries in accordance with fluctuations in the cost of living need not conform to the above schedule or any of the foregoing provisions, and will be approved if found to be reasonable and uniformly applicable to all employees of the agency, including new or reinstated employees subsequently hired. Such bonuses shall not be considered a part of the basic salary, shall be reported separately, and shall have no bearing upon earned advancements based on length of service and merit. Increases or decreases in the cost of living bonus may be made at any time by the appropriate local authority. A certified copy of such action shall be filed with the Division.

FW-PA 10.28 - Salary Advancements

- (1) All salary advancements shall be based upon quality and quantity of work as reflected by performance reports, and upon other recorded measures of performance, giving due consideration to length of service.
- (2) Salary advancements may be given to permanent, probationary, temporary, or provisional employees upon the completion of at least three months of satisfactory service.

- (3) Salary advancements shall be equitably distributed among the eligible employees of all classes of positions.
- (4) Salary advancements shall be limited to one step in the salary range at one time and to intervals of not less than six months except as provided in PW-PA 10.28 (5).
- (5) Salary increases of more than one step or at intervals of less than six months may be made in cases of exceptionally meritorious service as shown by recorded measures of performance or during periods of abnormal employment conditions that result in staff losses and shortages of available qualified people. In each such case the findings of the appointing authority and facts upon which requests for advancement are based shall be submitted to the Division of Public Assistance before advancements are effective.

PW-PA 10.29 - Travel Allowance

Equitable allowance or reimbursement for travel is a part of this compensation plan and shall be granted above and beyond the compensation for personal services. Employees, including students receiving field training, and welfare board members shall be granted an allowance or shall be reimbursed for travel required in the performance of their duties. Pursuant to Rule PW-PA 20.20, state reimbursement must be based upon allowances not in excess of the rates specified in sec. 20.941 (1). It is herewith also required as a condition for state reimbursement that all employees in a county agency whose duties involve travel shall receive equal treatment with respect to travel allowance rates. All claims for expenses shall be supported by receipts and other satisfactory evidence required by sec. 15.18 (1) (c) 3.

PW-PA 10.30 - Classifications of County Agencies

(1) Basis for allocation

Director classifications will be based on a "point plan", giving credit for the various factors as follows:

	<u>Points</u>
(a) Administration of County System of General Relief or Group System, majority of units included;	1
(a) (1) Administration of Relief limited to any or all of the following: County-at-Large Relief; County Medical Care; Indian Relief	1/2
(only "a" or "a (1)" can be counted; not both)	
(b) Administration of Child Welfare	1
(c) Administration of Child Guidance Clinic	1
(d) Administration of Services for the Juvenile Court	1/2
(e) Agency with 8 through 19 employees.	1
(f) Agency with 20 or more employees.	2
(g) Agency caseload (based on state statistical weights) 600 through 949	1
(h) Agency caseload (based on state statistical weights) 950 or more	2
(i) Agency situated in a county having a population (latest census) 25,000 through 49,999	1
(j) Agency situated in a county having a population (latest census) 50,000 or more	2
(k) Agency situated in a county having a city of 25,000 or more	1
Total number of points possible	10 1/2

Classification

Points

Director I	Assistant Administrators
Director II	0 to and including 3 points
Director III	3½ to and including 5 points
Director IV	5½ to and including 7 points
Director V	7½ to and including 10½ points

(2) Certification of Services Performed

- (a) On forms prescribed by the Division, the appointing authority shall certify as to the administration of programs specified under points "a" thru "d" above.
- (b) County agency status with respect to factors specified under items "e" thru "k" above shall be determined by the Division.
- (c) County agencies shall be classified in accordance with the foregoing factors.

PW-PA 10.31 - Incumbents of Re-allocated Positions

- (a) As of the effective date of this revised compensation plan, proper director classifications will be allocated to county agencies in accordance with the foregoing "point plan", except no incumbent director will be reduced in classification. Directors of county agencies who qualified for their positions on the basis of their former classifications will not be required to further qualify for the positions.
- (b) 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.
- (c) As of the effective date of this revised compensation plan, persons having a Child Welfare Worker II classification will be allocated to the Case Worker III classification; persons having a Child Welfare Worker I or Case Worker II classification will be allocated to the Case Worker II classification; and persons having a Case Worker I classification will be allocated to the Case Worker I classification.