



CLASS SPECIFICATION

Class Code: 60006138
Date Established: 09/1995
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 08/2018
FLSA: exempt
Probation: 12 months

CASE COMPLIANCE REVIEWER

DEFINITION

Under direction, reviews and evaluates cases for compliance with federal, state and local regulations and standards; and performs related duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Four years of full-time experience working as a case worker in the child welfare field including at least one year of supervisory experience AND a bachelor's degree from an accredited college or university in social work, criminal justice, psychology, sociology or a closely related field; a master's degree from an accredited college or university in social work, criminal justice, psychology, sociology or a closely related field may substitute for two years of experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Evaluate case histories, operations, and staff to ensure the consistent application of mandated regulations and standards; review case files for compliance with federal, state and local regulations and standards that establish requirements for the agency.

Write continuous quality improvement plans; present recommendations for the consistent application of mandated operational regulations and standards; work with supervisors and employees to correct identified deficiencies and inconsistencies through action plan implementation.

Identify and create asynchronous and in-person training for professional staff in standards, methods, techniques and approaches used to maintain or improve the delivery of services or other topics applicable to the area of assignment.

Effectively represent the department on advisory boards and committees; provide information and promote the department's program(s); conduct community trainings.

Develop recommendations related to operations, processes, and procedures; write and/or update applicable policies and procedures.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division practices, policies and procedures.

State and local laws that apply to area of assignment.

Countywide personnel policies.

Social service agencies and their inter-relationship with other departments and community resources.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Access and operate departmental computer equipment and software unique to the area of assignment.

Make effective training presentations to a variety of community agencies.

Train staff in the principles, practices, and standards of area of assignment.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance and other evaluation procedures.)*

Knowledge of:

Social work or case management principles and practices.

Operations, services and activities of a comprehensive human services program.

Federal laws, regulations, and standards that apply to area of assignment.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Ability to:

Analyze information, project consequences of proposed actions, and develop appropriate actions.

Interpret and apply pertinent laws, regulations and standards including departmental policies and procedures.

Evaluate case records to determine compliance with pertinent laws, regulations and standards.

Identify appropriate risk factors in area of assignment.

Develop and implement strategies and meet the goals of assigned programs and services to optimize efficiency and meet client needs.

Detect deficiencies and inconsistencies in the application of laws, regulations and standards; recognize and analyze trends in operations.

Create quality improvement plans for identified areas of deficiency or inconsistency.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and carry objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers and FAX.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.