
 THE SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

Honorable Celeste D. Bell
 Honorable B. Chris Christenson
 Honorable John A. Gadola
 Honorable Khary L. Hanible
 Honorable Ariana E. Heath

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
 810-424-4355

DAVID J. NEWBLATT - CHIEF JUDGE
 BARBARA A. MENEAR - COURT ADMINISTRATOR

Honorable Elizabeth A. Kelly
 Honorable Mark W. Latchana
 Honorable David J. Newblatt
 Honorable Brian S. Pickell
 Honorable Dawn M. Weier

To: Martin Cousineau, Chairperson
From: Rhonda Ihm, Deputy Court Administrator for Juvenile Services
Date: September 30, 2023
Re: Establish, post and hire one Social Service Worker

BOARD ACTION REQUESTED: Approval of a request to establish, post & hire one full-time Social Service Worker (Juvenile Probation) to be paid from account 2920-664.00-702.000; this position request is the result of a recent retirement.

BACKGROUND: The position became available as of February 3, 2023 due to retirement. The position is required to maintain manageable case loads within the Juvenile Probation Department. The position is in the current budget.

DISCUSSION: The Social Service Worker is a juvenile probation officer that oversees the probation and rehabilitation of youth that are assigned to their case loads through court order. The juvenile probation department averages about 225 youth on probation per month. There are nine (9) Social Service Workers, two (2) Lead Social Service Workers and one (1) Supervisor in the Department.

IMPACT ON HUMAN RESOURCES: The Circuit Court is requesting Human Resources establish and post the position.

IMPACT ON BUDGET: No additional appropriation is required; the position is currently in the budget.

IMPACT ON FACILITIES: None

IMPACT ON TECHNOLOGY: None

IMPACT ON INDIRECT COSTS: None

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES: None

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the 7th Circuit Court Deputy Court Administrator for Juvenile Services to authorize establishing, posting, and filling one Social Service Worker position, said position being vacant due to a retirement and to be funded from salary account 2920-664.00-702.000, is approved (a copy of the memorandum request dated February 8, 2023, and supporting documents being on file with the official records of the February 8, 2023 meeting of the Finance Committee of this Board).

BE IT FURTHER RESOLVED, that this Board finds that extenuating circumstances exist supporting waiver of the hiring freeze, and directs the Director of Human Resources to have the necessary personnel position number created, as necessary, for said position and to commence the hiring process so that the position may be filled as soon as practicable in accordance with County policy and any applicable collective bargaining agreement.

APPLICATION TO ESTABLISH A POSITION

This application must be completed and accompany requests for all positions to the Board of Commissioners. **Incomplete applications will be returned to the submitting department.**

POSITION CONTROL

Department: Circuit Court - Family Division

Position Requested: Social Service Worker

Due to transfer/promotion/retirement/separation, etc.

New position

Position being eliminated: _____

COST

IMPACT TO GENERAL FUND

_____ % General Fund: Account #: _____

100 % Not General Fund: Account #: 2920-664.00-702.000

Non-General Fund Funding Source: _____

Match Required: \$ _____ / _____ % No Match Required

Funds available in current budget

Additional fund appropriation requested

- Required Attachments**
- Current Job Description
 - Organizational Chart which identifies placement of requested position
 - Costing Sheet from Fiscal Services

Attachment: Application to Establish Social Service Worker (6453 : Establish, post and hire one Social Service Worker)

SOCIAL SERVICE WORKER

GENERAL STATEMENT OF DUTIES: Performs professional casework duties in any one of a number of social or casework fields; works under supervision; performs related duties as required. The following are examples of general duties performed in each department.

Family Court Caseworker/Probation Officer - Engages in activities related to the supervision of juvenile offenders to ensure compliance of terms and conditions of probation. Arranges for services ordered by the Court. Works with probationer according to treatment plan directed towards discharge from probation.

Probate Court Caseworker - Engages in activities related to probate matters. Conducts interviews and writes case histories. Arranges for services ordered by the Court. Counsels clients involved in Probate Court proceedings.

Friend of the Court Caseworker - Investigates, reports and makes recommendations in domestic cases before the Court. Enforces court orders in domestic cases. Counsels clients involved in Friend of the Court proceedings. Mediates disputes between parties regarding their minor children as directed.

District Court Probation Officer - Engages in activities related to the supervision of offenders to ensure compliance of terms and conditions of probation. Arranges for services ordered by the Court. Works with probationer according to treatment plan directed towards discharge from probation.

Community Corrections - Provides assistance to clients through case management of cases within the Criminal Justice system. Conducts interviews with inmates from the jail along with background investigations to create a reentry plan.

Prosecuting Attorney Victim Advocate II - Provides victims of violent, assault crimes and/or victim's family members with information regarding their rights pursuant to Michigan Crime Victims Act. Provides assistance to clients through case management of cases within the Criminal Justice system. Makes referrals to community agencies upon request.

County Clerk Caseworker - Counsels clients in the process of personal protection orders. Answers questions from the public.

Public Defender Mitigation Specialist - Works with attorney and their clients to develop individualized alternative sentencing plans by assessing client needs, identifying local resources for rehabilitation, treatment and recovery, and making appropriate referrals to those community resources. Assists in preparing and accompanying clients to court appearances and participates in hearings as requested by defense attorney.

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Social Service Worker

STATEMENT OF TASKS:

Conducts detailed sociological and economic investigations of adults and/or juveniles as ordered by the Court;
 Conducts interviews with appropriate parties as required;
 Writes case histories and/or casework studies and makes recommendations;
 Counsel's adults and/or juveniles as directed;
 Recommends appropriate payments where required;
 Investigates facilities to determine if they meet county standards;
 Prepares legal petitions as required;
 Makes referrals to community agencies as required;
 Serves as liaison with other agencies;
 Implements programs as required in the specific department;
 Transports clients;
 Testifies in court as needed;
 Coordinates activities of volunteers and/or interns;
 Provides information to the public as required;
 Maintains a variety of casework records and prepares special and periodic reports as required.
 Assists in the organization and operation of specialty courts.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties and employee assigned to this classification may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of current social, economic and health problems;
 Good knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;
 Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;
 Ability to appreciate the desires, needs and rights of others;
 Ability to understand and interpret regulations and laws;
 Ability to present information both verbally and in writing;
 Ability to communicate;
 Ability to read and comprehend written material;
 Ability to counsel;
 Ability to maintain good interpersonal relationships;
 Ability to attend work regularly and work under stressful conditions.
 Ability to use various computer programs.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work.

Genesee County
 Social Service Worker
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Social Service Worker**

District Court only: Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling -AND- One (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work.

One (1) year of experience in the Genesee County District Court will meet the experience requirement.

FOC only:

Bachelor's degree and one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work, the Friend of the Court or a related field.

-OR-

Master's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling or a related field.

Circuit Court – Family Division only:

Bachelor's degree and one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work

-OR-

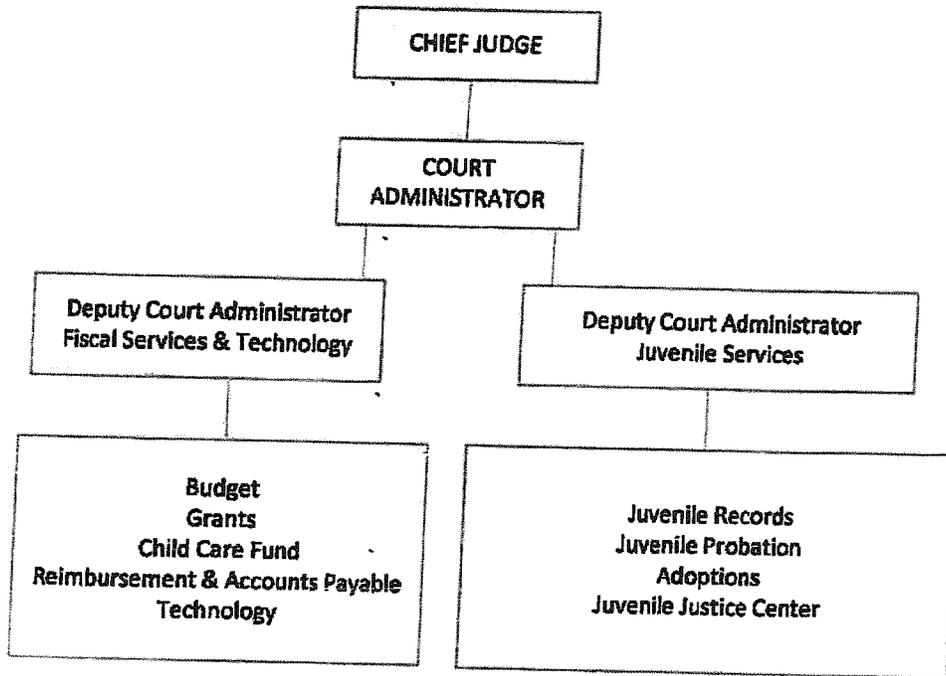
Bachelor's degree and three (3) years' experience in Genesee County Circuit Court-Family Division.


Human Resources Director

- Established: June 27, 1984
- Revised: September 21, 2000
- Revised: July 31, 2007
- Revised: October 9, 2009
- Revised: October 4, 2016
- Revised: June 1, 2018
- Revised: December 17, 2019
- Revised: August 30, 2021
- Revised: July 11, 2022
- Revised: August 18, 2022

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**CIRCUIT COURT
ADMINISTRATIVE ORGANIZATIONAL CHART**



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Genesee County
Schedule for Costing Of Personnel Positions
 2021/2022 FISCAL YEAR

Position Title: Social Service Worker
 Employee Name (If Known):
 Time Period of Position:
 Salary Level (AA,A,B,C,D,E,F)
 Date Cost Calculated: 1/26/2023

Enter Following Information:

	Current Year	Next Year
Rate #1:	32.8300	
Rate #2:		
Hours-Rate #1:	2080.000	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0011	0.0011
Unemployment Rate:	0.0020	0.0020
Retiree Health Notional	\$50	
Insurance Status (See Code)	3	
# of Months of Insurance:	12	
Notional Pay Periods	26	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	7,305	15,276	19,921
Optical	48	96	130
Dental	847	847	847
			**785 POAM
Average Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

.10 SHERIFF
 See W/C Rates Tab
 \$100 Sheriff

		Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
702.000	Salary Permanent	68,286	0	68,286	0	0	0	68,286
713.000	Salary Overtime	0	0	0	0	0	0	0
	Salary Premium	0	0	0	0	0	0	0
714.000	Longevity	0	0	0	0	0	0	0
	Total Salaries	68,286	0	68,286	0	0	0	68,286
709.000	Social Security	5,224	0	5,224	0	0	0	5,224
718.000	Medical Insurance	19,921		19,921	0	0	0	19,921
725.000	Optical Insurance	130		130	0	0	0	130
726.000	Dental Insurance	847		847	0	0	0	847
727.000	Life Health Insurance	696		696	0	0	0	696
728.000	Retirement	5,463	0	5,463	0	0	0	5,463
729.000	Workers Compensation	75	0	75	0	0	0	75
730.000	Unemployment	137	0	137	0	0	0	137
723.000	Post-Retirement	1,300	0	1,300	0	0	0	1,300
	Total Fringe Benefits	33,793	0	33,793	0	0	0	33,793
	Total Position Cost	102,079	0	102,079	0	0	0	102,079

Attachment: Soc Svc Costing Sheet (6453 : Establish, post and hire one Social Service Worker)