



Cayuga County Department of Human Resources and Civil Service Commission

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: cayugacounty.us/civilservice

Fax: (315) 253-1084

CASEWORKER TRANSFER/REINSTATEMENT OPPORTUNITY

The Cayuga County Department of Social Services is currently accepting **Caseworker** transfer and reinstatement requests.

To qualify for a transfer opportunity you must currently hold the title or a closely related title with another jurisdiction. To determine if you meet the eligible criteria for reinstatement within Cayuga County, please refer to Rule XVIII, Section 1a, 1b, and 1c of the Cayuga County Civil Service Rules and Appendices. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed.

All transfer/reinstatement requests must be made in writing. Please include a Cayuga County Civil Service application, your Civil Service Roster, current job specification for your title, and a copy of the exam announcement for your current position with the request. These items can be found at the Civil Service office of your current employer.

Please submit transfer/reinstatement requests to:
Cayuga County Department of Social Services
Attn: Jennifer Marshall, Staff Development Supervisor
160 Genesee Street, 2nd Floor
Auburn, NY 13021



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**~ RULE XVII ~
Transfers**

1. Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Commission, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- (a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- (b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- (c) (1) The Commission determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
(2) When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- (d) The Commission has determined that such appointment is for the good of the service.



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~ RULE XVIII ~
Reinstatement

1. Reinstatements

- (a) A permanent competitive class employee who has resigned may be reinstated without further examination to the position from which he/she resigned, if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off shall be eligible for reinstatement in the same manner as an employee who had resigned.

All reinstatements are subject to the following terms and conditions:

- (i) The prospective appointing authority must request approval from the Commission to reinstate an individual.
 - (ii) A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.
 - (iii) With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
 - (iv) The Commission shall determine if the reinstatement is for the good of the service.
- (b) Reinstatement following a break in service of more than one year must also satisfy the following additional conditions:
- (i) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commission that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.
 - (ii) If the position to which reinstatement is sought requires successful completion of medical and/or physical agility tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.
- (c) An employee that is laid off from the civil service of a civil division shall be eligible for reinstatement in the same manner as an employee who had resigned.



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JOB SPECIFICATION

Civil Service Title: **Caseworker**
Jurisdictional Class: Competitive
Civil Division: Department of Social Services
Adoption: CSM 11/19/77
Revised: CSM 3/09/88, 9/09/98, 7/12/00, 3/21/01, 1/15/09, 9/09/09, 2/10/10, 3/10/10, 2/8/12, 1/14/15, 7/12/17

DISTINGUISHING FEATURES OF THE CLASS:

Under supervision, a Caseworker provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social, and environmental difficulties; Does related work as required. Work is performed under the close supervision of a Case Supervisor Grade B or Senior Caseworker, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and carries out plans to meet the needs of the individual or family;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts, and other agencies;
When foster care is necessary, determines appropriate level of care to best meet the child's needs;
Plans with parents and relatives for the care of children and reestablishment of the home;
Establishes a relationship with individuals and families to engage them in the acceptance of recommended social services;
Identifies the need for services through in-depth discussions with clients;
Maintains liaison with various individual agencies to which individuals and families can be referred for services;
Works closely with staff personnel from other agency departments in carrying out the plan for services;
Reviews existing records for available information for use in formulating a plan of treatment;
May file petitions in Family Court and testify in Family Court;
Periodically reviews cases to determine changes in the individual or family situations affecting the need for service;
Maintains case files according to required standards;
Performs other duties related to the work or as assigned by the Supervisor.



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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State and Local Social Services Laws and programs;
Ability to establish and maintain successful relationships with people;
Imagination;
Sensitivity to the reactions of others;
Good powers of observation and analysis;
Initiative;
Tact;
Emotional maturity;
Good judgment;
Ability to be flexible and respond appropriately to change and emergencies;
Ability to utilize an alphanumeric keyboard to access and retrieve information;
Good time management skills;
Ability to work independently but recognize the need for supervision;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited four-year college or university with a Bachelor's degree in Psychology, Sociology, Social Work, Counseling, Nursing, Education or other Human Services Field, Criminal Justice; OR
- (B) Graduation from a New York State registered or regionally accredited four-year college or university with a Bachelor's Degree AND one (1) year of satisfactory full-time paid experience in social casework with a public or private agency; OR
- (C) Possession of a current valid license to practice as a Registered Professional Nurse in New York State and one (1) year of post licensure experience as a Registered Professional Nurse; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

NOTE:

In compliance with Section 424-a of the Social Service Law, those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

Appointment is contingent upon clearance by the State Child Abuse/Neglect Central Register.