Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Social Work Series

Classes in the Series

Class Code	Class Title
03011/23013	Social Worker
03016/23016	Social Worker Senior
03017	Social Work Consultant 1
03018	Social Work Consultant 2
03019	Social Work Consultant 3

Series Concept

Positions in this series perform professional social work and advanced administrative, consultative, or specialized social service work in county, area, regional, institutional, central office, or other program settings. Work ranges from direct social work services, assessment, case planning, placement, case management, protective services, and regulatory or compliance activities to advanced case consultation, program review, policy and procedure development, program administration, and statewide technical consultation.

Positions apply professional social work principles and practices, applicable laws, rules, regulations, policies, and program standards to evaluate individual or program needs, determine appropriate services or action, resolve complex case or program issues, and provide guidance to clients, staff, providers, agencies, and other stakeholders.

Positions in class codes 23013 and 23016 are located only in the Woodward Resource Center. These positions were determined by the Public Employment Relations Board to be in the Patient Care Bargaining Unit, and are represented by a different union than the vast majority of positions in this series, which are in the Social Services Bargaining Unit.

Exclusions

The following are excluded from classification within this series:

1. Positions assigned full supervisory functions, which are classified in the Social Work Supervisor Series.
2. Positions functioning in a similar capacity for which a separate classification exists (e.g., Youth Counselor, Correctional Counselor, etc.).
3. Positions working with categorical assistance programs, which are classified in the Eligibility and Benefits Series.

Class Distinctions

Social Worker

Positions at this level perform professional social work under immediate to general supervision. Positions provide direct social work services that may include assessment, case planning, service coordination, placement, case management, protective services, documentation, outreach, and related client or program activities. Assignments generally involve applying established social work methods,

policies, and program requirements to routine to moderately-complex situations while developing or applying working knowledge of the assigned program area.

Positions may also perform monitoring and compliance activities involving in-home childcare providers, including review of records, practices, and other relevant information to determine compliance with applicable laws, rules, standards, and program requirements and to document or follow up on identified concerns.

Also found at this level are trainee-level positions specifically designated as part of the Child Protective Services/Adult Protective Services trainee/journey concept. Such incumbents learn to perform protective services work while developing the knowledge and experience required to progress to the designated journey level.

Social Worker Senior

Positions at this level perform advanced or intensive social work requiring greater independence, judgment, and program knowledge, or perform lead, mentoring, case review, or specialized program duties. Positions handle difficult, unusual, or highly complex cases; provide high-intensity case management or specialized support; make significant professional recommendations; perform licensing or regulatory duties; provide consultation on complex cases; and may review case records and provide technical feedback regarding compliance with applicable standards and policies.

The level is distinguished from Social Worker by the complexity and intensity of assignments, the degree of independent judgment exercised, and the regular reliance on the employee for advanced technical guidance, consultation, mentoring, or specialized program expertise.

Also found at this level are journey-level positions specifically designated as part of the Child Protective Services/Adult Protective Services trainee/journey concept. Such incumbents independently perform the full range of designated protective services duties after completion of the required training and experience period. This work involves case planning, monitoring services, documentation, court document drafting, and assessment of child and dependent adult safety and well-being.

Social Work Consultant 1

Positions at this level perform specialized administrative or consultative social service work, or direct social work involving the highest degree of case complexity. Incumbents serve as technical resources within an assigned program or geographic area, analyze complex case or program issues, provide consultation to social workers and other program staff, assist with development or application of policies and procedures, coordinate with other agencies or service providers, and may perform lead or case review responsibilities.

Assignments may include regulatory and compliance work involving childcare centers, including comprehensive review of records, staffing, operations, practices, complaints, and corrective actions to determine compliance with applicable laws, rules, standards, and program requirements.

The level is distinguished from Social Worker Senior by its greater emphasis on specialized consultation, program-level analysis, technical guidance, and responsibility for resolving issues that extend beyond an individual caseload or routine case management assignment.

Social Work Consultant 2

Positions at this level perform advanced administrative, consultative, or specialized social service work with broader program responsibility. Incumbents may develop and implement formal review processes, provide technical consultation to district, regional, institutional, or central office staff, interpret and

assist in implementing policies and procedures, coordinate services or program activities, prepare program data and reports, and plan or direct small to medium statewide programs or significant program components.

The level is distinguished from Social Work Consultant 1 by the broader organizational impact of the work, increased responsibility for program administration and technical consultation, and greater involvement in development, implementation, monitoring, or evaluation of program practices, standards, procedures, and service delivery.

Social Work Consultant 3

Positions at this level perform the highest level of administrative, consultative, or specialized social service work within the series. Incumbents plan, direct, coordinate, analyze, or evaluate major statewide programs or highly complex program functions; provide advanced consultation on complex social service issues; develop recommendations affecting program operations; and serve as high-level technical resources to program staff, management, partner agencies, and other stakeholders. Lead work responsibility may also be found in positions in this class.

The level is distinguished from Social Work Consultant 2 by the scope, complexity, and statewide impact of assigned responsibilities. Positions typically have responsibility for major programs, significant statewide initiatives, or highly specialized areas requiring extensive program knowledge, substantial independence, and advanced judgment in resolving issues and developing or recommending program direction.

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