



County of Frederick

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**Michael J. Marciano**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors  
FROM: Michael J. Marciano  
DATE: March 4, 2022  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Boardroom at 107 North Kent Street on **Friday, March 11, 2022** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Proposed "Remote Attendance Policy" for Adoption by the HR Committee**
2. **Request for Position to be Added to Salary Administration Program –**  
Presentation by Jacquelynn Jury, Children's Services Act Coordinator
  - a. Request to Add Position of Utilization Review/Continuous Quality Improvement Assessor (Range 8)



**County of Frederick**

Department of Human Resources

(540) 665-5668  
Fax : (540) 665-5669  
hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** March 4, 2022

**Re:** Proposed "Remote Attendance Policy" for Adoption by the HR Committee

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In order to accommodate HR Committee members who may have to participate in meetings remotely, the proposed "Remote Attendance Policy" is being provided to the HR Committee for consideration. It is the recommendation of the Director of Human Resources that the Human Resources Committee adopt the "Remote Attendance Policy."

**Frederick County Human Resources Committee's**  
**Remote Attendance Policy**

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for human resources shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

Members may participate in public meetings via electronic communication means pursuant to Virginia Code Section 2.2-3708.2. The following constitutes the policy of the Human Resources Committee regarding electronic attendance at meetings, and such policy shall apply to all members without regard to identity, and without regard to the matters that will be considered or voted on at the meeting(s) in question.

- a) A member may request to attend a public meeting via electronic means due to a personal matter, emergency, disability, other medical condition, or a family member's medical condition that prevents him or her from physically attending the meeting. Request for electronic attendance must be made to the Chair of the Human Resources Committee or Human Resources Director on or before the day of the meeting for which electronic participation is requested.
- b) Electronic attendance due to a personal matter that prevents attendance is limited to two (2) meetings per calendar year. Not such limit applies to attendance due to a medical condition or disability or a family member's medical condition.
- c) A quorum must be physically assembled at the primary location in order for the meeting to be held.
- d) If the request for electronic attendance is approved by the Committee, arrangements will be made for all person at the primary location to hear the voice of the remote participant.
- e) The physical location of any member participating by electronic means shall be recorded in the minutes. The minutes of the meeting(s) in question shall further reflect that the member participated through electronic means, and the reason for such participation. In the case of a disability or other medical condition, the minutes shall reflect that the member has a temporary or permanent disability or medical condition that prevented them from physically attending the meeting, though the specific medical condition or disability need to be identified. When electronic attendance is due to a personal matter or emergency, the nature of the personal matter or emergency must be identified and recorded in the minutes.
- f) Individual member participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Freedom of Information Act.
- g) If the Human Resources Committee votes to disapprove the members participation because participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

*Approved by HR Committee on XX/XX/XXXX*



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**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** March 4, 2022

**Re:** Request to Add Position of Utilization Review/Continuous Quality Improvement Specialist (Range 8)

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Jacquelynn Jury, Children's Services Act Coordinator, is requesting that a Utilization Review/Continuous Quality Improvement Specialist (Range 8) be added to Frederick County's Salary Administration Program (SAP). The Human Resources Department has reviewed the job description submitted for the position, studied the positions listed in the County's SAP, considered the rationale of the Children's Services Act Coordinator to add this position, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the creation of this role.




## COUNTY of FREDERICK

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Office of the Children's Services Act  
CSA Coordinator  
540.722.8395

### MEMORANDUM

To: Human Resources Committee  
From: Jacquelynn Jury, Children's Services Act (CSA) Coordinator   
Date: March 3, 2022  
Re: Request for Utilization Review/Continuous Quality Improvement Specialist

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The CSA Office is requesting the addition of a full-time Utilization Review/Continuous Quality Improvement (UR/CQI) employee. The need for this position is the result of several causes including increases in the complexity and needs of the youth and families served, the cost of services, and state mandates. The individual hired for this position would perform an in-depth review of treatment and services to ensure CSA funds are being utilized in line with mental/behavioral health best practices and in a fiscally responsible manner. The position request has been recommended by the Community Policy Management Team. A new job description for this position is attached as Exhibit A.

#### Overview

Substantial changes and growth have occurred since the initial passing of the CSA legislation in 1993. Over the course of 28 years across the Commonwealth of Virginia and locally, CSA Offices have seen significant growth in the number of youth/families served, the average cost of services per child, and the increased use of high dollar residential treatment services. Local funds spent have increased from \$685,044 serving 99 youth and families in FY13 to an estimated \$1,873,544 serving 118 youth and families as of December 2021, an increase of almost \$1.2 million. Additional mandates from both the state and federal governments increase the amount of documentation and oversight necessary to ensure Frederick County is in full compliance with local, state, and federal law. Meanwhile, the mental health/behavioral needs of the youth and families served by CSA have intensified immeasurably, this coupled with the additional mandates and legislative changes have made it virtually impossible to perform adequate Utilization Review in a department with only two full-time employees. For example, recent changes under federal law expanded eligibility for families to access services. These changes open doors for families to obtain treatment they otherwise could not receive, and all with federal funds. Although this is a welcome change, CSA was tasked with reviewing cases for eligibility.

The proposed UR/CQI Specialist position will require a master's degree in a Human Services field and clinical experience. A salary commensurate with that level of qualification would fall under salary Range 8 (\$55,637 to \$88,953). The primary responsibilities of the UR/CQI Specialist will be:

- Clinical/administrative oversight ensuring that a child and family receive the appropriate level of services to best serve identified needs.

- Verifying that all funded services meet the administrative requirements defined under the Children’s Services Act and local Frederick County CSA policy.
- Monitoring cases to ensure that the process best serves the identified needs of the child and family in the most effective, efficient and fiscally responsible manner using Evidence Based Practices whenever possible.
- Monitoring quality of care through on-site review, review of clinical documentation, and standards compliance with contracted providers.

Outcome data, face-to-face interviews, review of the Mandatory Uniform Assessment Instrument and chart review will be used to ensure contract compliance, quality of service, and treatment plan compliance.

### **Salary Analysis of Comparable Positions**

A salary review of comparable positions in other localities was completed with limited success. Several localities reported not having a Utilization Review type of position including the Counties of Warren, Albemarle, Clarke, Spotsylvania, and City of Winchester. Because local CSA office administration can vary across the Commonwealth, so do the number and type(s) of positions. Hanover County indicated that they have a UR position but advertise it as a Family Support Specialist noting the position is specifically for a UR Specialist. The respondent provided the job description of a Family Services Specialist with a salary range listed; however, the job listing focused on case management and child protective services functions instead of evaluating clinical interventions and provision of services. Even so, a copy is provided to show an example of the hiring range for a bachelor’s level position in a Human Services field in Hanover County.

The localities from which I was able to obtain a similar job description and salary information are included, Exhibit B, for your reference. These are from Loudoun County, Arlington County, City of Roanoke, and the combined areas of Augusta County/Cities of Staunton and Waynesboro. Based on the level of education required and clinical skills necessary to perform the UR/CQI Specialist’s tasks, the proposed Range 8 salary scale appears to be in line with the comparable positions.

### **Conclusion**

A Utilization Review and Continuous Quality Improvement Specialist will focus on ensuring CSA funds are being utilized for the most effective treatment in a cost-efficient manner and in the least restrictive environment. An effective UR/CQI plan can help improve outcomes for youth and families, improve family engagement, and prevent youth from being placed out of their homes and/or reduce the length of stay if they are outplaced. Many local CSA offices that have implemented a robust UR/CQI plan have seen cost savings in their localities.

In accordance with Code of Virginia § 2.2-5206, Community Policy and Management Teams; Powers and Duties, Section 6 requires that local CPMTs “Establish quality assurance and accountability procedures for program utilization and funds management.” One goal of the CPMT's Strategic Plan concentrates on developing and implementing a more robust and effective utilization review plan. The UR/CQI position would meet this goal and fulfill the obligation of the Code of Virginia.

Thank you for your consideration.

# **Exhibit A**

**Utilization Review/Continuous Quality Improvement  
Specialist Job Description**  
March 11, 2022 HR Committee Meeting

# County of Frederick



**Job Title:** Utilization Review/Continuous Quality Improvement Specialist

**DATE:** 2/3/2022

**PREPARED BY:** Jacquelynn Jury

**HR APPROVAL:** Click or tap here to enter text.

**HR APPROVAL DATE:** Click drop down to enter date.

**SALARY RANGE:** 8

**DEPARTMENT:** Children's Services

**REPORTS TO:** Jacquelynn Jury

**Essential**

**Exempt**

**Non-Essential**

**Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** The Children's Services Act Utilization Review/Continuous Quality Improvement Specialist is responsible for clinical/administrative oversight, ensures that a children and families receive the appropriate level of services to best serve identified needs. Verifies that all funded services meet the administrative requirements defined under the Children's Services Act (CSA) and local Frederick County CSA procedures. Monitors cases to ensure that the process best serves the identified needs of the child and family in the most effective, efficient and fiscally responsible manner using Evidence Based Practices whenever possible. The Continuous Quality Improvement (CQI) Specialist is responsible for monitoring quality of care through on-site reviews and evaluation of clinical documentation and ensures standards compliance with contracted providers. Face-to-face interviews, reviews of Child and Adolescent Needs & Strengths (CANS) assessments, analysis of outcome data, and inspections of charts are used to ensure contract compliance, quality of service, and treatment plan compliance.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Determines client eligibility for CSA funding; verifies all other funding services have been exhausted, and notifies case manager of other funding sources if applicable.
- Evaluates new referrals and monitors ongoing clients via documentation review and personal interview to collect client data.
- Prepares written case assessments (biopsychosocial summaries, clinical recommendations, discharge plans, and CANS, and presents oral summaries to Family Assessment & Planning Team (FAPT) to ensure the most clinically appropriate, cost-effective services are being provided in the least restrictive environment.
- Ensures vendor treatment plans are in compliance with Frederick County policy and contracts and aligned with FAPT goals, documenting progress, interventions used, serious incidents, barriers to progress, and discharge planning.
- Reviews documents submitted to FAPT to ensure they are complete and thorough.
- Participates in and provides written and oral recommendations, suggesting evidence-based interventions whenever possible, to FAPT utilizing CANS to address needs of client, and documents FAPT discussion and decisions.
- Completes monthly/quarterly site visits for identified cases and notifies case manager of any concerns and/or findings and provides summary of visit.
- Participates in Intermediary Funding Team and notifies CSA Account Specialist of all approvals to initiate the Purchase of Service process.
- Provides CANS support to case managers as needed.

## ***JOB REQUIREMENTS***



**EDUCATION:** A Master's Degree in Social Work, Psychology, Counseling, or another Human Services field.

**EXPERIENCE:** Possesses a minimum of one year experience working in a clinical setting. Internships may count toward experience.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Candidate must have excellent verbal and written communication skills, including ability to effectively communicate and collaborate with professionals in other agencies, state and local representatives, vendors and the public. Must be able to manage conflict while providing high quality results, and work under pressure to meet deadlines, while maintaining a positive attitude. The individual must be able to work independently and manage time effectively. Candidate should be proficient using Microsoft Office software, have good clinical skills, excellent communication skills, and must be able to understand complex policies and manage conflict well. Knowledge of the Children's Services Act is preferred.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:** Clinical license preferred. Be proficient in utilizing the CANS and become a certified CANS SuperUser within 30 days of employment.

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires average physical condition -- demanding regular physical effort including but not limited to walking, talking, writing, typing, stooping, kneeling, bending, reaching, climbing, balancing, lifting, pushing and pulling, sitting, gripping. Frequent travel is required for approximately 25-50% of work hours. Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

**ENVIRONMENTAL CONDITIONS:** Primary workspace is a heated and air-conditioned office.

***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Employee Name**

# **Exhibit B**

## **Job Descriptions and Salary Information for Comparable Positions**

March 11, 2022 HR Committee Meeting

**FAMILY SERVICES SPECIALIST(CD)**Class Code:  
15036

Bargaining Unit:

HANOVER COUNTY GOVERNMENT

**SALARY RANGE**

\$45,604.35 - \$77,529.93 Annually

**GENERAL DESCRIPTION:**

**General Description:** This is a professional position. The incumbent performs complex tasks in the provision of social services, such as child day care, adult services, foster care, adoption, and prevention services. The Family Services Specialist may also conduct Child Protective Services investigations and assessments and provide ongoing Child Protective Services. The Family Service Specialist may also conduct Adult Protective Services investigations and provide ongoing services.

**Organization:** The Family Services Specialist is part of Hanover County's Career Development Program (CD). The Family Services Specialist Ladder has four (4) levels: Family Services Specialist I, II, III, and Senior. The Family Services Specialist reports to a Family Services Supervisor and supervises no staff.

**Essential Functions:**

- Interviews customers to assess needs and/or assign to appropriate groups; Interviews all parties involved; assesses immediate and long-term dangers/risks to children/adults; interviews customers to resolve complaints;
- Performs investigative duties to include screens referrals for validity and complaints of exploitation, neglect, and/or abuse of children, the elderly, and/or persons with disability;
- Provides persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses, neglect and abuse (Senior);
- Ensures that reports of suspected abuse/neglect are assigned to appropriate staff;
- Ensures that the local department has staff on duty 24 hours per day, seven days per week to respond to reports of abuse/neglect (Senior); Provides after hours on-call coverage and responds to emergencies in child/adult protective services and/or foster care;
- Provides guidance, consultation and supervision to other staff in the absence of the supervisor (Senior);
- Prepares social histories;
- Represents the agency in both civil and criminal court proceedings which involves interpreting laws, filing petitions, preparing court records, testifying before the court, preparing witnesses for examination, and compiling evidence;

- Attends court, testifies in court and coordinates cases with attorneys; Provides reports for court such as guardianship report; Testifies in criminal and civil cases; prepares court ordered home assessments and custody home studies;
- Provides direct intervention and service delivery for difficult, complex social work cases, and coordinates casework; Provides case management services to monitor compliance;
- Develops and conducts training for staff, interns and other professionals in the community;
- Conducts field visits to residential facilities, consults with therapists and residential staff and participates in the staffing and planning of meetings;
- Functions as a lead worker providing guidance and training to other staff (Senior);
- Coordinates program functions, develops programs, and evaluates materials;
- Monitors, coordinates and administers specific assigned programs;
- Coordinates services within specific area of responsibility;
- Coordinates with other agencies and participates in multi-disciplinary and interagency teams providing services to customers;
- Develops, writes, and/or reviews service plans documenting goals, objectives and details of the services provided for each case to meet identified customer needs in areas such as physical/mental health, housing, and presents cases to determine appropriate services;
- Tracks expenditures, prepares/submits budget estimates and ensures payment for services;
- Interprets laws, policies and regulations as applied to specific area of responsibility;
- Completes necessary federal, state and local planning and reporting requirements;
- Manages program waiting lists;
- Trains foster parents; submits progress reports to the court;
- Refers families to treatment resources within the community;
- Transports children to placements, meetings, therapy sessions, doctor and dental appointments, and for visitation with families;
- Provides parent education and support for families in target population;
- Conducts intensive in-home counseling; prepares reports to referral sources regarding status of various interventions;
- Conducts studies such as companion and adult foster care provider and pre-admission screenings for nursing home/community-based care and assisted living;
- Informs clients of service programs and the rules and regulations, and right to participate;
- Conducts overall monitoring of programs in specific area of responsibility;
- Serves as resource to clients and the community in area of expertise;
- Monitors caseloads and assigns cases to staff (Senior); Provides program administration and caseload management services;
- Conducts visits and maintains contact with other professionals;
- Accompanies victims and their families to court appearances;
- Serves as support for the family; files petitions;
- Establishes and maintains case records;
- Codes, enters and updates new and on-going cases in the state computer information system;
- Represents the agency at various functions such as making speeches at civic and business associations, providing training and workshops on child/adult abuse and neglect for public and private organizations.
- Provides direct services as appropriate;
- Participates on committees and teams as needed to plan services, etc.;
- May provide employment services to benefit program recipients;
- Develops community resources (Senior);
- Trains Family Services Specialist as needed (Senior);
- May develop procedures to review and evaluate unit programs and operations (Senior);

- Performs related work as assigned.

**Working Conditions:****A. Hazards**

- Customers – May have contact with hostile families and children.
- Conditions – May perform investigations and home visits in less than adequate living conditions.

**B. Environment**

- Office
- Field

**C. Physical Effort**

- Policy Manual – Must be able to lift up to fifteen (15) pounds.

**D. Non-exempt**

**Knowledge, Skills and Abilities:** Knowledge of Family Services/social work theories, standards and practices, including knowledge of intervention and treatment techniques and professional ethics sufficient to enhance the client's level of functioning is required. Also requires knowledge of human behavior, development and family dynamics. Knowledge of motivational theory; laws, policies, and regulations relating to human services program areas; investigation and interviewing techniques, needs assessment processes; procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; therapeutic treatment technique; and for career counseling and guidance, desired. Knowledge of relevant community and public resources, preferred. Must be able to demonstrate computer literacy, preferably in Microsoft Office and OASIS software. Ability to apply crisis intervention methods and counseling techniques is required. Must be able to organize/prioritize work, and communicate effectively – both orally and in writing. Familiarity with child welfare laws/adult services rules and regulations, desired. Ability to analyze case information to make sound judgments; work in stressful situations and maintain diplomacy; establish and maintain effective relationships with others; and stay abreast of current trends and developments in the social work field.

**Education, Experience and Training:** Requires a Bachelor's Degree in a human services field or a Bachelor's Degree in any field accompanied by a minimum of two(2) years' related experience. Family Services experience, preferred.

**Special Conditions:**

- Valid Commonwealth of Virginia Driver's License or ability to travel to investigation sites as needed
- Criminal Records Check, including fingerprinting
- CANIS (Child Abuse and Neglect Information System) Records Check
- Twelve-month probationary period
- Work beyond normal work schedules -- including On-call Rotations, weekends, holidays and nights
- Mandatory Participant in the Citizen Emergency Response On-call Plan

## UTILIZATION REVIEW ANALYST, CHILDREN'S SERVICES ACT

### Recruitment #21-123-3337

**Date Opened** 5/27/2021 08:00:00 AM

**Closing Date** Open until filled

**Salary Range** \$57,146.64-\$97,149.28

**Department** FAMILY SERVICES

**Job Type** Open and Competitive

**Full/Part-Time** Full-Time

**Benefits** Full Benefits

**Reg/Temp** Regular

#### Introduction

Loudoun County is one of the fastest growing counties in the country, known for its excellent quality of life, nationally ranked school system, and strong economy, while embracing its historic presence. Located 35 miles west of Washington DC, Loudoun County offers a diverse blend of cultural, recreational and educational opportunities. Loudoun County welcomes individuals who choose to dedicate their talent, education and experience to making a difference. Together we work as a team to serve the needs and shape the future of our unique and dynamic community.

You are invited to be a part of The Loudoun Difference! Loudoun County Family Services is seeking dedicated, professional candidates for the Utilization Review (UR) Analyst positions within the Children's Services Act (CSA) team. CSA is part of a diverse department and operates in support of empowering and strengthening at-risk youth and their families within the community.

#### Job Description

The UR Analyst position requires a highly organized, self-motivated, and passionate team player with the capacity to engage youth and families respectfully, collaborate effectively with other professionals, manage competing priorities and deadlines, and demonstrate effective oral and written communication.

Responsibilities include, but are not limited to:

- Provide clinical assessments of at-risk youth with emotional and behavioral issues
- Develop and maintain collaborative working relationships from a multidisciplinary team approach
- Demonstrate a working understanding of best practice models and knowledge of community resources related to the provision of services to at risk youth
- Develop service plans that are strengths-based, least-restrictive, child-centered, family-focused, and community-based
- Maintain effective working relationships with a wide range of professionals including Loudoun County Public Schools; Mental Health, Substance Abuse and Developmental Services; Juvenile Court Services, the Health Department, and private provider in the community
- Complete reports and maintain all clinical records and documentation according to federal state and agency policies and procedures and assure compliance with state standards;

This position also requires sound decision-making, attention-to-details along with knowledge of CSA, family engagement principles, mental health and substance abuse issues, utilization review standards within a behavioral health environment, and use of community-based supports and services with at-risk youth and families.

**Hiring Range: \$57,146.64 - \$77,147.96 Salary Commensurate with Experience**

#### **Job Requirements**

- Requires a combination of education and experience equivalent to a Bachelor's degree in Social Work or related field and 3 years of experience working with at-risk youth or similar experience
- Must have valid driver's license in the resident state

#### **Special Requirements**

PREFERRED: -Master's degree; Clinical licensure; Bi-lingual: Spanish

- The position makes home visits to perform assessments of youth and family and on-site facility visits to perform assessments of youth being served through CSA.
- Flexible scheduling which could include some evenings and occasional travel;

#### **Post Conditional Offer Contingencies**

Successful candidate must pass a pre-employment background check to include fingerprinting, credit, child protective services (CPS) and DMV.

#### **Conclusion**

Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at [HR@loudoun.gov](mailto:HR@loudoun.gov). EOE.

Loudoun County Government

P.O. Box 7000, Leesburg, VA 20177

Ph: (703) 777-0100

Follow us on: [!\[\]\(f95dab70c751fda7d824b8b03650f7aa\_img.jpg\)](#) [!\[\]\(4f2c4dafe2b36117690cbd57dfbd3413\_img.jpg\)](#) [!\[\]\(b961a5fa0f86cec2dda1d53983935e9f\_img.jpg\)](#)

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Arlington County, VA  
Utilization Review Consultant  
Arlington County, VA  
Arlington, VA

7 months ago

Job Type(s):  
Full Time

#### Job Description:

##### Position Information:

The Child & Family Services Division (CFSD) within the Department of Human Services (DHS), is seeking a Utilization Review Specialist to serve within the CSA/System of Care program to develop improved outcomes for children and families. The Children's Services Act (CSA) was enacted in 1993 to establish a single state pool of funds to purchase services for youth at risk of out of home placement and their families. The state funds, combined with local community funds, are managed by local interagency teams which plan and oversee services to youth.

The Utilization Review Coordinator serves as a collaborative and strategic-driven team member of the CSA System to create improved outcomes for children and families. At the core of this effort is a shared set of guiding principles, including inter-agency collaboration, family-driven and youth-guided decision-making, individualized strength-based and trauma-informed care, culturally and linguistically competence, robust community-based services, and accountability for outcomes which ensure clinical integrity, quality, and fiscal responsibility.

##### Responsibilities:

- Supports cross-systems implementation of risk management tools and strategies;
- Researches and identifies vendors to fill service gap areas;
- Provides key vendor performance accountability and performance-based contracting recommendations through the participation and review of Site Visits, Risk Management Reviews, Corrective Action Plan compliance, client CANS scores, vendor complaints, progress reports, and feedback surveys;
- Supports the System of Care, Quality Assurance, and Contracts team through participation in Re-Entry Evaluation Visits;
- Serves as subject matter expert of regulatory and licensing practices for vendor performance ratings;
- Support the System of Care and Quality Assurance programs in the development and monitoring of vendor Corrective Action Plans to include areas of concerns and recommendations for improvement;
- Collaborates with stakeholders to develop cost-effective programs with emphasis on home, family, and community involvement and collaboration;
- Provides child-specific Utilization Reviews to ensure services are approved, appropriate, and effective prior to rendering payment;
- Performs trends analysis to provide recommendations related to system improvement and provide cost-effective measures; and
- Serves as local administrator for Child and Adolescent Needs and Strengths (CANS) assessments ensuring alignment of services with the child and family's needs for those seeking services.

Arlington County DHS is committed to delivering client services in an effective, equitable, respectful, and trauma-informed manner. Our staff is dedicated to ensuring our clients are approached, engaged and cared for in ways that demonstrate competency, sensitivity and awareness of factors which impact the client experience including but not limited to: cultural identity, gender, racial, and ethnic diversity, religious/spiritual ascription, physical capability, cognitive and literacy levels, sexual orientation and linguistic needs. Selection Criteria

##### Minimums:

- Master's Degree in Human Services, Social Work, Counseling, Psychology, or directly related clinical discipline, all of which required a clinical practicum prior to graduation;
- Two years of post-Master's Degree experience providing professional human/social services clinician work, which included the application of diagnostic, treatment, and case management services including; and
- One year of providing services in child welfare (foster care, adoption, child protective services, special education, juvenile justice and/or family service).

Substitution: A directly related higher level clinical degrees may substitute for the Master's Degree education requirement and one (1) year of experience.

Desirables: Preference may be given to candidates with experience in one or more of the following:

- Licensed or license eligible (transferrable) in the Commonwealth of Virginia as an LCSW, LCP, LFMT, or LPC;
- Experience interpreting and monitoring adherence to complex policies and regulations such as the Children's Services Act; and
- Use of data to develop and document meaningful, measurable outcomes to provide feedback to management.

#### Special Requirements

A pre-hire background check will be made on all candidates who are selected for employment. It may include checks of the following: criminal record, driving record, education, professional licensure, and credit history. You may be required to sign a release authorizing the County to obtain your background information.

Applicant must possess, or obtain by time of appointment, a valid Driver's License, or willingness to use alternative modes of transportation. The applicant must authorize Arlington County to obtain, or the applicant must provide a copy of the applicant's official state/district driving record. An offer of employment may be contingent upon a favorable review of the applicant's driving record.

A state of Virginia Central Registry check will be performed.

#### Additional Information

An online application is required.

Work Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m. with flexibility dependent upon program needs. Occasional evening and weekend work. Ability to work remotely as needed. Travel to state and regional meetings required.

Your responses to the supplemental questionnaire are considered part of the selection process. Please do not enter 'see resume' as a response to the questions. Each section of the application must be completed. A resume may be attached; however, it will not substitute for the completed application. Incomplete applications will not be considered.

Arlington County Government employee benefits depend on whether a position is permanent, the number of hours worked, and the number of months the position is scheduled.

Specific information on benefits and conditions of employment can be found on the Arlington County Human Resources Department website: [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers).

#### Permanent, Full-Time Appointments

All jobs are permanent, full-time appointments unless otherwise stated in the announcement. The following benefits are available:

**Paid Leave:** Vacation leave is earned at the rate of four hours biweekly. Leave accrual increases every three years until eight hours of leave are earned biweekly for twelve or more years of service. Sick leave is earned at the rate of four hours biweekly. There are eleven paid holidays each year.

**Health and Dental Insurance:** Three group health insurance plans are offered - a network open access plan, a point-of-service plan, and a health maintenance organization. A group dental insurance plan is also offered. The County pays a significant portion of the premium for these plans for employees and their dependents. A discount vision plan is provided for eye care needs.

**Life Insurance:** A group term policy of basic life insurance is provided at no cost to employees. The benefit is one times annual salary. Additional life insurance is available with rates based on the employee's age and smoker/non-smoker status.

**Retirement:** The County offers three vehicles to help you prepare for retirement: a defined benefit plan, a defined contribution plan (401(a)), and a deferred compensation plan (457). The defined benefit plan provides a monthly retirement benefit based on your final average salary and years of service with the County. You contribute a portion of your salary on a pre-tax basis to this plan. General employees contribute 4% of pay; uniformed public safety employees contribute 7.5% of pay. Employees become vested in the plan at five years of service. The County also contributes to this plan.

For general employees, the County also contributes 4.2% of pay to a defined contribution plan (401(a)) . The County also matches your 457 contribution, up to \$20 per pay period, in this plan. The 457 deferred compensation plan allows you to set aside money on either a pre-tax (457b) or post-tax (457 Roth) basis up to the IRS annual limit. New employees are automatically enrolled with a pre-tax contribution equal to 2% of your base pay.

Other Benefits: The County also offers health, dependent care, and parking flexible spending accounts; long-term care insurance; tuition assistance; transit and walk/bike to work subsidies; a college savings plan; wellness programs; training opportunities; and a variety of other employee benefits.

Permanent, Part-Time Appointments:

Part time employees who work ten or more hours per week receive paid leave and benefits in proportion to the number of hours worked per week.

Limited Term Appointments:

Benefits are the same as permanent appointments except that the employees do not achieve permanent status.

Temporary Regular Appointments:

Temporary regular employees who work 30 hours or more per week are eligible for health, dental, and basic life insurance as described above. They are also eligible for vacation, sick leave, and paid holidays.

Temporary Seasonal and Occasional Appointments:

Temporary employees who work on a seasonal basis or variable hours receive sick leave, but do not normally receive other paid leave or benefits. Exceptions are noted in individual announcements.

01

Please provide the following: Highest level of clinical degree earned: Date of graduation: Date(s) of practicum: Place of practicum: Responsibilities of practicum: Type of License (if applicable): State of Licensure (if applicable):

02

Please describe your post-Master's Degree experience providing professional human/social services clinician work, which included the application of diagnostic, treatment, and case management services. Please provide details and do not respond with 'see resume'.

03

Please describe your experience providing services in child welfare (foster care, adoption, child protective services, special education, juvenile justice and/or family service). Please provide details and do not respond with 'see resume'.

04

Please provide an example of when you have used data to develop and document meaningful, measurable outcomes to provide feedback to management.

05

Please describe any experience that you have interpreting and monitoring adherence to complex policies and regulations such as the Children's Services Act.

Required Question

Agency Arlington County  
Address 2100 Clarendon Blvd, Suite 511  
Arlington, Virginia, 22201  
Phone 703-###-####  
Website

**FY2022 Class List (Effective July 1, 2021)**

<b>Class</b>	<b>Title</b>	<b>FLSA</b>	<b>Grade</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
0140	Human Resources Director	EX	EMAP	\$64.47	\$94.26	\$124.04	\$134,097.60	\$196,050.40	\$258,003.20
1101	Human Resources/OD Specialist	EX	70	\$27.59	\$41.38	\$55.16	\$57,387.20	\$86,060.00	\$114,732.80
1152	Human Rights Supervisor	EX	12	\$31.41	\$39.69	\$47.96	\$65,332.80	\$82,544.80	\$99,756.80
6737	Human Services Aide V	NEX	MAR10_6	\$22.12	\$27.96	\$33.80	\$46,009.60	\$58,156.80	\$70,304.00
6738	Human Services Aide VI	NEX	7	\$22.02	\$27.83	\$33.64	\$45,801.60	\$57,886.40	\$69,971.20
6600	Human Services Clinical Supervisor	EX	MAR25_13	\$41.55	\$52.51	\$63.46	\$86,424.00	\$109,210.40	\$131,996.80
6614	Human Services Clinician II	EX	MAR20_10	\$33.11	\$41.84	\$50.56	\$68,868.80	\$87,016.80	\$105,164.80
6618	Human Services Clinician III	EX	MAR20_11	\$35.40	\$44.75	\$54.09	\$73,632.00	\$93,069.60	\$112,507.20
0601	Human Services Deputy Director	EX	SMAP2	\$69.99	\$88.45	\$106.91	\$145,579.20	\$183,976.00	\$222,372.80
0600	Human Services Director	EX	EMAP	\$64.47	\$94.26	\$124.04	\$134,097.60	\$196,050.40	\$258,003.20
6332	Human Services Specialist	NEX	MAR10_9	\$28.24	\$35.70	\$43.16	\$58,739.20	\$74,256.00	\$89,772.80
2535	HVAC Mechanic II	NEX	MAR50_8	\$35.78	\$45.20	\$54.62	\$74,422.40	\$94,016.00	\$113,609.60
1113	I/O Psychologist	EX	58	\$47.24	\$64.09	\$80.93	\$98,259.20	\$133,296.80	\$168,334.40
6636	Infant & Child Development Supervisor	EX	MAR25_13	\$41.55	\$52.51	\$63.46	\$86,424.00	\$109,210.40	\$131,996.80
6637	Infant Development Specialist	EX	MAR20_10	\$33.11	\$41.84	\$50.56	\$68,868.80	\$87,016.80	\$105,164.80
5155	Inmate Services Counselor I	NEX	10	\$27.59	\$34.86	\$42.13	\$57,387.20	\$72,508.80	\$87,630.40
5156	Inmate Services Counselor II	NEX	11	\$29.50	\$37.29	\$45.07	\$61,360.00	\$77,552.80	\$93,745.60
5157	Inmate Services Supervisor	EX	13	\$33.24	\$42.00	\$50.76	\$69,139.20	\$87,360.00	\$105,580.80
0350	Inspection Services Division Chief	EX	SMAP	\$51.07	\$75.31	\$99.54	\$106,225.60	\$156,634.40	\$207,043.20
1151	Investigator HR/EEO	EX	73	\$30.35	\$41.56	\$52.76	\$63,128.00	\$86,434.40	\$109,740.80
4442	Investment Portfolio Manager	EX	MAR15_15	\$42.19	\$53.31	\$64.43	\$87,755.20	\$110,884.80	\$134,014.40
1040	IT Program Manager	EX	MAR30_15	\$47.69	\$60.26	\$72.83	\$99,195.20	\$125,340.80	\$151,486.40
1031	IT Support Specialist	NEX	MAR20_9	\$30.81	\$38.95	\$47.09	\$64,084.80	\$81,016.00	\$97,947.20
2760	ITS Network Analyst	NEX	MAR45_9	\$37.23	\$47.06	\$56.89	\$77,438.40	\$97,884.80	\$118,331.20
2731	ITS Systems Analyst	NEX	MAR45_9	\$37.23	\$47.06	\$56.89	\$77,438.40	\$97,884.80	\$118,331.20
2722	ITS Technician I	NEX	MAR15_7	\$25.33	\$32.01	\$38.69	\$52,686.40	\$66,580.80	\$80,475.20
2726	ITS Technician II	NEX	MAR15_8	\$27.43	\$34.66	\$41.88	\$57,054.40	\$72,082.40	\$87,110.40
9425	Judicial Law Clerk	EX	MAR10_10	\$30.35	\$38.35	\$46.35	\$63,128.00	\$79,768.00	\$96,408.00
9993	Juvenile & Domestic Relations Court	EX	None						
9305	Juvenile Program Supervisor	EX	MAR20_11	\$35.40	\$44.75	\$54.09	\$73,632.00	\$93,069.60	\$112,507.20
6750	Laboratory Assistant	NEX	MAR10_6	\$22.12	\$27.96	\$33.80	\$46,009.60	\$58,156.80	\$70,304.00
8352	Land Surveyor I	NEX	MAR10_10	\$30.35	\$38.35	\$46.35	\$63,128.00	\$79,768.00	\$96,408.00
8353	Land Surveyor Supervisor	EX	MAR10_12	\$34.56	\$43.66	\$52.76	\$71,884.80	\$90,812.80	\$109,740.80
7552	Landscape Architect	EX	MAR20_12	\$37.70	\$47.63	\$57.56	\$78,416.00	\$99,070.40	\$119,724.80
7553	Landscape Architect Supervisor	EX	32	\$36.13	\$48.80	\$61.46	\$75,150.40	\$101,493.60	\$127,836.80
7520	Landscape Specialist	NEX	MAR25_7	\$27.54	\$34.80	\$42.05	\$57,283.20	\$72,373.60	\$87,464.00
9420	Law Clerk	NEX	9	\$25.67	\$32.45	\$39.23	\$53,393.60	\$67,496.00	\$81,598.40

\*Employees on the Arlington County General Scale must be paid at least the County Living Wage of \$17.00 unless otherwise noted on the Special Schedule.



**CITY OF ROANOKE, VIRGINIA**  
**invites applications for the position of:**

## **CSA Utilization Management Coordinator**

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**SALARY:** \$21.58 - \$34.53 Hourly  
\$44,895.50 - \$71,832.80 Annually

**DEPARTMENT:** Department of Social Services

**OPENING DATE:** 11/19/20

### **DESCRIPTION:**

Responsible for monitoring the quality of service delivery to at risk youth and families under the Children's Service Act (CSA). Provides utilization review of treatment foster care and residential treatment services, including site visits to treatment programs. Analyzes data to ensure quality and effectiveness of service delivery and efficient use of fiscal resources. Provides assistance to the CSA Coordinator. Bachelor's degree in Human Services or related field or equivalent training/experience, plus two years related experience. Strong skills in group facilitation. Significant knowledge of the Virginia system of care for at risk youth and families, High Fidelity Wraparound processes, children's mental health treatment, family systems, and CSA policy. Limited day travel with the use of agency vehicles is required.

### **EXAMPLES OF DUTIES:**

#### **SUMMARY**

Ensures that sound business, clinical and cost management practices are integrated throughout the Children's Services Act (CSA) service deliver system, and seeks to contain costs and maximize revenues through monitoring as well as intensive utilization review of targeted cases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensures that the development, monitoring, and periodic review of individual service plans for youth and families occur in compliance with state and local CSA policies and procedures.

Conducts independent evaluations of need for services, goals and objectives, appropriateness of services to goals, faithful application of services, and evaluations of clinical progress; makes recommendations for appropriate transition planning and step down services as needed for specific children

Communicates and coordinates regularly with case managers from the core CSA agencies for mental health, juvenile justice, social services, and public schools.

Makes scheduled site visits to vendors/service providers to ensure compliance with local and state CSA policies and procedures, and to ensure that service delivery is congruent with approved individual service plans developed by FAPT.

Develops expertise about vendor qualifications; makes recommendations for specific vendor/interventions based on this knowledge; performs assessments as needed on new vendors

Conducts periodic review of both quantitative and qualitative data for trend analysis and continuous quality improvement

Assists with management of contracts with private vendors to purchase residential and community based services; assists in vendor negotiation for a targeted group of CSA-funded children such as difficult to place children

Creates or enhances a standardized utilization management system or tracking system for designated CSA-funded children

In conjunction with CSA/FAPT Coordinator, provides recommendations to FAPT, CSA committees and the Community Policy and Management Team (CPMT) regarding the most effective and efficient use of CSA expenditures

Facilitates CSA program in the absence of the CSA/FAPT Coordinator

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**TYPICAL QUALIFICATIONS:**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in Human Services or related field, or equivalent training/experience, and two years of related experience. Master's degree preferred. Significant knowledge of the Comprehensive Services Act policy and procedures with regard to both locality and state specific regulations. Strong skills in group facilitation. Strong ability to collaborate with others while balancing competing interests. Significant knowledge of the Virginia system of care for at risk youth and families, High Fidelity Wraparound processes, children's mental health treatment, family systems, and CSA policy. Experience in clinical assessment and policy development. Limited day travel with the use of agency vehicles is required.

**SUPPLEMENTAL INFORMATION:****LANGUAGE SKILLS**

Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond effectively to inquiries both orally and in writing. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instruction in mathematical form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid appropriate driver's permit issued by the Commonwealth of Virginia.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

Travel, to include some overnights, with the use of agency vehicles is required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.**

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APPLICATIONS MAY BE FILED ONLINE

AT:

<http://roanokeva.gov/jobs>

215 Church Avenue S.W. Rm 212  
Roanoke, VA 24011  
540-853-2231

[hr@roanokeva.gov](mailto:hr@roanokeva.gov)

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Position #01546  
CSA UTILIZATION MANAGEMENT  
COORDINATOR  
RG



# SHENANDOAH VALLEY SOCIAL SERVICES

*Serving Augusta County, the City of Staunton, and the City of Waynesboro*



## Job Description

<b>PART I – Position Identification Information -</b>	
<b>1. LETS Position Number/ Current Employee:</b> <b>L317/</b>	<b>2. Agency Name and Code:</b> <b>Shenandoah Valley Social Services FIPS: 015</b>
<b>3. Current Occupational Title Description:</b> <b>Program Coordinator (CSA)</b>	<b>4. FLSA Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>5. Supervisor's LETS Position Number and Name:</b> <b>L0102/Beatrice Leland</b>	<b>6. Supervisor's Occupational Title:</b> <b>Program Coordinator Supervisor</b>
<b>7. Date: November 2021</b>	

**\*Per CSA Coordinator, Beatrice Leland, the position varies by locality but starts at \$43,000.00**

<b>PART II – Job Description</b>
<p><b>8. <u>Shenandoah Valley Social Services' Mission Statement:</u></b>            The promotion of self-reliance and protection of citizens through community based services.</p> <p>To apply the Virginia Children's Services Practice Model in the delivery of all services.</p>
<p><b>9. <u>General Description and Conditions of Work:</u></b>            This is a Program Coordinator position working within the Children's Services Act (CSA) under the supervision of the Program Coordinator Supervisor, CSA Coordinator, which performs professional work duties in the support of residents of Augusta County, Staunton and Waynesboro who are referred to the Family Assessment and Planning Teams (FAPT). General responsibilities include the coordination of all aspects of FAPT meetings, the Utilization Management process and Utilization Review on all residential cases, those cases deemed as high risk for residential placement and treatment foster care cases; managing communication with service providers surrounding our contracting process, reviewing all purchase orders to ensure accuracy and that funds have been approved. Other duties as assigned to support Shenandoah Valley Social Services. Assists in providing emergency shelter as mandated and required.</p> <p><b>General Work Tasks include:</b> Coordinating, facilitating and participating in FAPT meetings. Continually assessing eligibility for CSA and assessing appropriateness of service levels funded through CSA by conducting utilization review on purchased services. Developing and overseeing implementation of Individualized Family Service Plans (IFSP), participating in Family Partnership Meetings, Intensive Care Coordination (ICC) Meetings, and other service related meetings; providing resource information and support to child welfare staff and working with other community partner agencies within the region in order to best meet the needs of the family; provide for timely documentation of all interactions.</p> <p><b>Conditions of work/Special Requirements:</b> Completes required agency and program specific training; complete emergency shelter duty training and serve in shelters as mandated and required. Possible after hours and weekend work; work during inclement weather; work during other unusual conditions or overnight travel may be required. Acceptable Central Registry, Criminal Background and DMV Driving Records are required as a condition of employment.</p>

**10. Knowledge, Skills, and Abilities (KSA's) required to successfully perform the work:**

**Working knowledge of:** social work principles and practices; human behavior; laws, policies, and regulations relating to human services program areas; and social, economic, and health problems. A general understanding of the Children's Services Act (CSA) state and local policy, including Utilization Management/Utilization Review.

**Skill in:** Must be able to effectively provide information and respond to questions from community services partners, vendors, clients, case managers and the general public. Proficient use of various computer software programs (Microsoft Office Products including Word and Excel, Google Email, electronic data and case management systems); data entry, operating a computer/laptop, printer, scanner and a variety of standard office machines (copy scanning, fax machines and multi-line phone system) and equipment; operation of a motor vehicle; good time management practices; interviewing children and families; providing and accepting feedback.

**Demonstrated Ability to:** gain a thorough understanding of CSA including Utilization Management and must be able to effectively provide information and respond to questions from groups, clients, case managers and the general public, communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; develop and implement service plans in order to insure the delivery of appropriate services to the client; make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; plan and manage own work activities including service delivery, preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships; and stay abreast of current trends and developments in the child welfare field.

**11 A. Minimum Qualifications (Education, Experience, Licensure, Certification):**

Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field and minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia).

Experience in assigned program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Must pass the agency's background checks.

Possession of a valid driver's license in the Commonwealth of Virginia.

**11B. Preferred Qualifications (Experience, Licensure, Certification):**

Possession of a BSW or MSW degree or an equivalent are desirable.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">           % of Time         </p>	<p style="text-align: center;"> <b>12. <u>Core Responsibilities (Essential Functions)</u></b> </p>
<p>30%</p>	<p>Utilization Review: conduct file reviews on all residential and therapeutic foster care cases funded through CSA and conduct on-site reviews on selected cases in accordance with policy, analyze data and present trends to CSA Coordinator and CPMT, oversee contracts with vendors, communicate frequently with case managers, vendors and families to problem solve and promote creative planning. Maintain a working knowledge of the children in foster care funded through CSA so as to assist foster care case managers in the CSA process.</p>
<p>30%</p>	<p>Participation in Family Partnership Meetings, Intensive Care Coordination meetings, FAPT meetings and other case planning meetings to assist families and case workers in developing least restrictive service planning. Provide coverage for co-workers when meetings overlap.</p>
<p>15%</p>	<p>Provide case support services on funded cases who are not represented by another CSA agency, including parental agreements and CHINS cases as necessary. Case support services include referral for services, frequent follow-up with the family and providers and make efforts to prevent at-risk children from coming into foster care.</p>
<p>10%</p>	<p>Receive and process referrals to FAPT and make determinations on eligibility. Explain FAPT process to families, case managers and providers in our service system. Ensure CANS compliance.</p>
<p>10%</p>	<p>Input data and new funding request to be present to CPMT for funding authorization. Maintain data entry on open cases.</p>
<p>5%</p>	<p>Review purchase orders for CSA funded cases with close attention to accuracy and whether or not there is FAPT/CPMT approval for the services, communicate with case managers, vendors and accounting staff to clear up problems and complete the transaction so that payments are timely.</p>

100%

<b>13. Employee's Comments:</b>	Signature:  Print Name:	Date:
<b>14. Supervisor's Comments:</b>	Signature:  Print Name:	Date:

**15. Confidentiality Statement:**

I acknowledge and understand that I may have access to confidential information regarding customers, employees, and/or the public. In addition, I acknowledge and understand that I may have access to proprietary or other confidential and business information belonging to **Shenandoah Valley Social Services**. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at **Shenandoah Valley Social Services**.
- Disclose to any other person, or allow any other person access to, any information related to **Shenandoah Valley Social Services** that is proprietary or confidential and/or pertains to specific customers, employees, or the public. Disclosure of information includes but is not limited to: electronic records, fax transmissions, voice mail communications, written documentation, oral discussions, sharing of passwords, and/or other transmission or sharing of data.

I understand that **Shenandoah Valley Social Services**, its customers, employees, and/or the public may suffer irreparable harm by disclosure of proprietary or confidential information and that the agency may seek legal remedies available to it should such disclosure occur. Further, I understand that any violation of this agreement may result in disciplinary action, up to and including, termination of my employment.

Employee Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_



## Frederick County, VA Salary Administration Program

Title	Department	Range
1st LIEUTENANT	SHERIFF'S OFFICE	9
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
ADMINISTRATIVE INVESTIGATOR	FREDERICK COUNTY	8
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT	NC
ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	2
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	8
ASAP CASE MANAGER	NRADC-DCS	5
ASAP CASE MANAGER ASSISTANT	NRADC-DCS	4
ASSESSOR I	COMMISSIONER OF THE REVENUE	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
ASSISTANT FIRE CHIEF	FIRE & RESCUE	12
ASSISTANT ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASSISTANT COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	10
ASSISTANT CONVENIENCE SITE SUPER	PUBLIC WORKS/LANDFILL	4
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC-DCS	9
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT NURSING DIRECTOR	NRADC	8
ASSISTANT PARK MANAGER	PARKS AND RECREATION	5
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASSISTANT TRANSPORTATION DIRECTOR	PLANNING & DEVELOPMENT	12
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC COORDINATOR	PARKS & RECREATION	5
BASICREC MANAGER	PARKS & RECREATION	7
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	10
BOOKING TECHNICIAN	NRADC	3
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
BUSINESS MANAGER	NRADC	8
BUSINESS RETENTION MANAGER	EDA	9
CAPTAIN	SHERIFF'S OFFICE/NRADC	10
CASE OFFICER	NRADC-DCS	4
CASHIER	TREASURER'S OFFICE	3
CERTIFIED MEDICATION AIDE (CMA)	NRADC	2
CHIEF COMMUNITY CORRECTIONS	NRADC-DCS	10
CHIEF DEPUTY	COMMISSIONER OF REVENUE	12
CIRCUIT COURT CLERK	CLERK'S OFFICE	NC
CIVIL ENGINEER	PUBLIC WORKS/ADMINISTRATION	9
COLLECTOR	TREASURER'S OFFICE	8
COMMISSIONER OF THE REVENUE	COMMISSIONER OF THE REVENUE	NC
COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	NC
COMMUNICATION OFFICER I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFICER II	PUBLIC SAFETY COMMUNICATIONS	5
COMMUNICATION OFFICER III	PUBLIC SAFETY COMMUNICATIONS	6
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7

Frederick County Salary Administration Program - March 1, 2022

Title	Department	Range
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1
CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	7
CORRECTIONAL NURSE II	NRADC	7.5
CORRECTIONAL NURSE III	NRADC	8
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECHNICIAN	NRADC	5
CORRECTIONAL SYSTEMS OFFICER	NRADC	7
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	NC
COURT SERVICES DIRECTOR	NRADC-DCS	10
CRIME ANALYST	SHERIFF'S OFFICE	6
CSA ACCOUNT SPECIALIST	CHILDREN'S SERVICES	4
CSA COORDINATOR	CHILDREN'S SERVICES	8
CSR (CUSTOMER SVC REP-NON AIRPORT)	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTOMER SERVICE REP(AIRPORT ONLY)	WINCHESTER REGIONAL AIRPORT	2
CUSTOMER SERVICE TECHNICIAN	PARKS & RECREATION	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	4
DEPUTY CHIEF	FIRE & RESCUE	11
DEPUTY CLERK TO BOARD OF SUPERVISORS	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY DIRECTOR IT-SECURITY	INFORMATION TECHNOLOGY	11
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
DEPUTY I	SHERIFF'S OFFICE	5
DEPUTY II	SHERIFF'S OFFICE	6
DEPUTY III	SHERIFF'S OFFICE	7
DEPUTY REGISTRAR	REGISTRAR'S OFFICE	5
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER / COMPLIANCE	TREASURER'S OFFICE	10
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR ELECTIONS/GEN REGISTRAR	REGISTRAR'S OFFICE	NC
EDA DIRECTOR	EDA	NC
EMS BILLING MANAGER	FIRE & RESCUE	4
EMS BILLING SPECIALIST	FIRE & RESCUE	2
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/INSPECTIONS	5
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	9
ENVIRONMENTAL PROGRAM ADMINISTRATOR	PUBLIC WORKS/ADMINISTRATION	8
ENVIRONMENTAL SAFETY TECHNICIAN	PUBLIC WORKS/LANDFILL	6
EVIDENCE CLERK	SHERIFF'S OFFICE	4
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
F&R BATTALION CHIEF	FIRE & RESCUE	10
F&R CAPTAIN	FIRE & RESCUE	9
F&R LIEUTENANT	FIRE & RESCUE	8
F&R SPECIALIST	FIRE & RESCUE	7
F&R TECHNICIAN	FIRE & RESCUE	6
FINANCE DIRECTOR	FINANCE	NC
FINANCE SPECIALIST	FINANCE	6
FINANCE TECHNICIAN	AIRPORT	3
FIRE & RESCUE CHIEF	FIRE & RESCUE	NC
FIREFIGHTER/EMT	FIRE & RESCUE	5

Frederick County Salary Administration Program - March 1, 2022

Title	Department	Range
FLIGHT LINE SUPERVISOR	WINCHESTER REGIONAL AIRPORT	5
FLIGHT LINE TECHNICIAN	WINCHESTER REGIONAL AIRPORT	4
FOOD SERVICES ASSISTANT	NRADC	3
FOOD SERVICES MANAGER	NRADC	8
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
GIS ANALYST	COMMISSIONER OF THE REVENUE/ PLANNING	9
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
GIS MANAGER	INFORMATION TECHNOLOGY	10
GIS TECHNICIAN	INFORMATION TECHNOLOGY/PLANNING	6
HEAD CUSTODIAN	MAINTENANCE	2
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	8
HR ASSISTANT	HUMAN RESOURCES	3
HR DIRECTOR	HUMAN RESOURCES	NC
HR GENERALIST	HUMAN RESOURCES	6
HR MANAGER	HUMAN RESOURCES	10
HR SPECIALIST	HUMAN RESOURCES	4
INMATE PROGRAM SPECIALIST	NRADC	5
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
INVESTIGATOR	SHERIFF'S OFFICE	8
IT DIRECTOR	INFORMATION TECHNOLOGY	NC
LABORER	PUBLIC WORKS/LANDFILL SHAWNEELAND	2
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	3
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	4
LIDS TECH/RECORDS SUPV	NRADC	8
LIEUTENANT	NRADC/SHERIFF'S DEPT	9
LITIGATION SUPPORT MANAGER	COMM ATTORNEY'S OFFICE	9
MAINTENANCE COST ANALYST	COUNTY ADMINISTRATION	8
MAINTENANCE MECHANIC ASST	LANDFILL	4
MAINTENANCE SPECIALIST	PARKS & REC/MAINTENANCE	6
MAINTENANCE SUPERVISOR	MAINTENANCE/NRADC	8
MAINTENANCE SUPERVISOR ASSISTANT	MAINTENANCE	7
MAINTENANCE TECHNICIAN	AIRPORT/NRADC	4
MAINTENANCE WORKER	MAINTENANCE	3
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MARKETING COORDINATOR	PARKS & RECREATION	6
MARKETING MANAGER	EDA	9
MEDICAL CLINIC ADMINISTRATIVE ASSISTANT	NRADC	6
MENTAL HEALTH CONSULTANT	NRADC	7
MENTAL HEALTH DIRECTOR	NRADC	9
MIS DIRECTOR	INFORMATION TECHNOLOGY	12
MIS PROGRAMMER	MIS DEPARTMENT	11
MORTGAGE SPECIALIST	TREASURER'S OFFICE	7
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY	9
NETWORK OPERATIONS MANAGER	INFORMATION TECHNOLOGY	10
NURSING DIRECTOR	NRADC	9
OPERATIONS MANAGER	FREDERICK COUNTY	8
OPERATIONS SUPERINTENDENT	PARKS & RECREATION	9
OPERATIONS SUPERVISOR	AIRPORT/PUBLIC SAFETY COMMUNICATIONS	9
P&R ASSISTANT DIRECTOR	PARKS & RECREATION	10
P&R DIRECTOR	PARKS & RECREATION	NC

Frederick County Salary Administration Program - March 1, 2022

Title	Department	Range
P&R MARKETING MANAGER	PARKS & RECREATION	7
P&R PROGRAM COORDINATOR	PARKS & RECREATION	5
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	8
PARK MAINTENANCE TECHNICIAN	PARKS & RECREATION	2
PARK MANAGER	PARKS & RECREATION	8
PARKS SUPERINTENDENT	PARKS & RECREATION	9
PAYROLL MANAGER	FINANCE	10
PC TECHNICIAN	INFORMATION TECHNOLOGY	4
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	4
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	8
PLANNER I	PLANNING & DEVELOPMENT	7
PLANNER II	PLANNING & DEVELOPMENT	9
PLANNING DIRECTOR	PLANNING & DEVELOPMENT	NC
PROBATE CLERK	CLERK'S OFFICE	9
PROBATION OFFICER	NRADC-DCS	5
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
PROPERTY CLERK	NRADC	3
PTS CASE MANAGER	NRADC-DCS	5
PTS/PROBATION OFFICER	NRADC/NRADC-DCS	5
PUBLIC INFORMATION OFFICER	COUNTY ADMINISTRATION	9
PUBLIC SAFETY COMMUNICATIONS DIR	PUBLIC SAFETY COMMUNICATIONS	NC
PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	NC
PURCHASING MANAGER	FINANCE	10
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
RECORDS CLERK	FREDERICK COUNTY	3
RECORDS CLERK II	SHERIFF'S OFFICE	4
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
RECREATION TECHNICIAN	PARKS & RECREATION	3
RESEARCH MANAGER	EDA	8
REVENUE ANALYST	TREASURER'S OFFICE	7
RISK MGR BUDGET ANALYST	FINANCE	9
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	8
SCALE OPERATOR	PUBLIC WORKS/LANDFILL	5
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SECRETARY	FREDERICK COUNTY	3
SERGEANT	SHERIFF'S OFFICE/NRADC	8
SHERIFF	SHERIFF'S OFFICE	NC
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR ACCOUNT ANALYST	TREASURER'S OFFICE	7
SR ACCOUNT CLERK	FREDERICK COUNTY	4
SR ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	4
SR ASAP CASE MANAGER	NRADC-DCS	7
SR COLLECTOR	TREASURER'S OFFICE	10
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
SR INSPECTOR	PUBLIC WORKS/INSPECTIONS	8
SR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	5
SR LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	5
SR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
SR PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	5
SR PLANNER	PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC	NRADC-DCS	4
SR PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	11
SR PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	10
SR RECORDS CLERK	FREDERICK COUNTY	5



Frederick County Salary Administration Program - March 1, 2022

Title	Department	Range
SR SECRETARY	FREDERICK COUNTY	4
SUPERINTENDENT	NRADC	NC
SYSTEMS ADMINISTRATOR	INFORMATION TECHNOLOGY	10
TECHNOLOGY ADMIN COORDINATOR	INFORMATION TECHNOLOGY	8
TIMBROOK ACHV CENTER COORDINATOR	JUVENILE PROBATION OFFICE	4
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASSISTANT MANAGER	VICTIM/WITNESS PROGRAM	5
VW PROGRAM MANAGER	VICTIM/WITNESS PROGRAM	7
VW PROGRAM OFFICE ASSISTANT	VICTIM/WITNESS PROGRAM	3
WORK RELEASE SPECIALIST	NRADC	5
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5

SALARY RANGES					
Adopted July 2021					
Range	Minimum	Progress	Midpoint	Advance	Maximum
13	\$106,832	\$122,823	\$138,814	\$154,807	\$170,798
12	\$95,060	\$109,386	\$123,600	\$137,815	\$152,141
11	\$85,287	\$98,058	\$110,829	\$123,600	\$136,371
10	\$73,072	\$84,066	\$95,060	\$106,054	\$117,048
9	\$63,188	\$72,739	\$82,178	\$91,617	\$101,168
8	\$55,637	\$63,965	\$72,295	\$80,623	\$88,953
7	\$50,195	\$57,746	\$65,297	\$72,850	\$80,402
6	\$44,865	\$51,527	\$58,302	\$65,076	\$71,739
5	\$40,867	\$46,975	\$53,083	\$59,191	\$65,297
4	\$35,870	\$41,311	\$46,641	\$51,973	\$57,413
3	\$32,760	\$37,646	\$42,533	\$47,419	\$52,306
2	\$28,651	\$32,983	\$37,313	\$41,644	\$45,975
1	\$24,654	\$28,429	\$32,094	\$35,758	\$39,535