



Child Protective Services Specialist IV

Salary Group: B19

Class Code: 5026

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHILD PROTECTIVE SERVICES SPECIALIST I	5023	B16	\$40,918 - \$61,130
CHILD PROTECTIVE SERVICES SPECIALIST II	5024	B17	\$42,976 - \$64,469
CHILD PROTECTIVE SERVICES SPECIALIST III	5025	B18	\$45,521 - \$71,055
CHILD PROTECTIVE SERVICES SPECIALIST IV	5026	B19	\$48,244 - \$76,028
CHILD PROTECTIVE SERVICES SPECIALIST V	5027	B20	\$51,158 - \$81,351

GENERAL DESCRIPTION

Performs highly complex (senior-level) child protective services work. Work involves investigating and analyzing protective services problems, taking corrective action for children, and/or serving as conservator of a child. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts specialized investigations of reports of alleged abuse, neglect, or exploitation of children; investigates emergency situations; and takes corrective action.

Investigates reports alleging illegal child care and/or standards violations in licensed and registered child care facilities, and documents findings.

Reviews referrals and makes case assignments.

Instructs staff on procedures and case documentation techniques.

Develops community resources and participates in community awareness activities.

Develops individualized service plans to meet the child's needs.

Monitors and reviews child adoption or foster home studies.

Participates in developing policies, procedures, and standards.

Gathers and interprets statistics, and prepares statistical and special reports for management.

Testifies in court.

May approve the movement of children into or out of placement.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in social work. Graduation from an accredited four-year college or university with major coursework in social work, counseling, early childhood education, psychology, criminal justice, elementary or secondary education, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the laws and regulations related to child care, abuse, and neglect; child development principles and theories and of family dynamics; community social services resources; the laws and regulations related to child protective services; and crisis intervention techniques and skills.

Skill in interviewing.

Ability to conduct investigations, to develop client programs, to evaluate living conditions, to prepare reports, to testify in court, to develop community resources, to communicate effectively, and to supervise the work of others.