

**CLASS TITLE: CHIEF OF PRACTICE STANDARDS  
(DCYF)**

**Class Code: 02571800  
Pay Grade: 35A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting in the development and implementation of a unified departmental practice standards program; to ensure the consistency of such practice standards with Federal and State Laws and the standards of recognized professional organizations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports for conformance to policies, provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, and reviews the work of a professional, technical and clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting in the development and implementation of a unified departmental practice standards program; to ensure the consistency of such practice standards with Federal and State Laws and the standards of recognized professional organizations.

To supervise the development of integrated department practice standards for the delivery of effective services to children and youth.

To compile and perform research of all national, state and local statutes and policies affecting children to ensure implementation and conformity by the Department.

To prepare forms, informational packets and practice manuals for service delivery and also keep the material current.

To prepare, supervise and maintain, in up-to-date form, an on-line policy manual for the Department for Children, Youth and Families.

To supervise a professional, technical and clerical staff assigned to assist.

To serve as a liaison to the General Assembly to ensure that the department's practices are consistent with State and Federal laws.

To serve as the staff person for the Advisory Commission on Policy-assisting in planning meetings, drawing up agendas, providing data and conducting research.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of social casework principles, practices and techniques; a thorough knowledge of emotional, behavioral and environmental patterns, as well as social and economic factors that contribute to personal maladjustment, illness and dependency; a thorough knowledge of the various provisions of federal and state laws involving social welfare services; a thorough knowledge of community resources and the ability to utilize them effectively; a working knowledge of the fundamental principles of public welfare administration including financing, budgeting, personnel management, and In-Service Training; the ability to assist in the administration and direction of statewide staff development through a program of In-Service Training; the ability to evaluate the policies and procedures of a statewide social welfare service program; the ability to establish and maintain

effective working relationships with superiors and associates, other public and private agencies, the General Assembly, the community and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree in one of the Behavioral Sciences or a related field from an accredited institution of higher education; and

Experience: Such as may have been gained through: full-time employment in a responsible supervisory, administrative, or consultant position in a public or private social services agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

Editorial Review: 3/15/03