



DATE: September 15, 2016
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Revised Job Description for Family Counselor

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Family Counselor to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Family Counselor job description was revised to update the title, distinguishing characteristics, supervision received, essential duties, job related and essential qualifications, experience and education, and to align the format to the current City standards. The changes to the job description are intended to update the duties and required knowledge of the Family Counselor to current standards.

The changes to the job description are as follows:

Family Counselor

Title Section

Removed: "I"

Added Distinguishing Characteristics Section

Added: "This is a journey level professional classification and the incumbent performs the full range of counseling duties within the Youth and Family Services Bureau of the Hayward Police Department. Employees at this level receive occasional instruction as new or unusual situations arise. Positions in this classification differ from the higher level Counseling Supervisor in that the latter is responsible for providing direct supervision to professional and clerical staff."

Supervision Section

Removed: "Bureau Manager"
Added: "Administrator"

Essential Duties Section

Added:

- "..., including consultation and training for school administrators and teachers, implementation of school climate initiatives, and coordination of site-based student support services."
- "...incidents and..."

Removed: "...family dispute calls..."

Job Related and Essential Qualifications Section

Knowledge of:

Replaced "IV" with "V"

Added: "Establish cooperative working relationships with educators and school site personnel."

Experience and Education Section

Experience:

Added: "Experience with probation involved or at-risk youth and experience with school based mental health services are highly desirable; experience working in school settings is highly desirable."

Education:

Removed: "Equivalent to a Bachelor's Degree from an accredited college or university in Social Work, Psychology, Human Development or a closely related field."

Added: "Equivalent to a Master's Degree from an accredited college or university in Counseling, Clinical Psychology, Clinical Social Work or a closely related field or a Doctorate in Clinical or Counseling Psychology."

License:

Removed: "Possession of a valid license in Marriage, Family and Child Counseling (M. F. C. C.), Marriage and Family Therapist (M. F. T.), Licensed Clinical Social Work (L. C. S. W.), in Clinical Psychology or a closely related field is highly desirable."

Added: "Possession of a valid License in Marriage and Family Therapy (L. M. F. T.), Licensed Clinical Social Work (L. C. S. W.), Licensed Professional Counselor (L. P. C.), or Licensed Clinical Psychology or a closely related field is highly desirable."

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Azin Gervin, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read "K. McAdoo". The signature is written in a cursive style with a large initial "K" and a stylized "McAdoo".

Kelly McAdoo, City Manager