

**STATE OF WISCONSIN  
CLASSIFICATION  
SPECIFICATION**

**INITIAL ASSESSMENT SPECIALIST  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional child protective services positions which provide professional child welfare intake and assessment work and case management services in the Department of Children and Families, Division of Milwaukee Child Protective Services that directly services or monitors a specific client group. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional child protective services positions located exclusively within the Department of Children and Families, Division of Milwaukee Child Protective Services which provide child welfare intake and assessment services for children and families in Milwaukee County. Positions receive and document child abuse and neglect referrals; assess whether the alleged abuse/neglect occurred through interviews with family members, the child, other community members, etc.; implement appropriate intervention strategies and work with families to find resources to improve child and family well-being. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15) Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats., ss. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not meet the definition of professional, as defined in s. 111.81(15). Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
3. Positions which are engaged in the direct provision of probation and parole activities a majority of the time and are more appropriately classified as Probation and Parole Agent.
4. Positions which are responsible for development, oversight, and monitoring of a specific treatment or treatment related program within an institution a majority of the time and are more appropriately classified as Treatment Specialist.
5. Positions which implement treatment plans for AODA clients within an institution a majority of the time but do not have primary responsibility for development of the treatment plan and are more appropriately classified as Substance Abuse Counselor or Client Services Assistant.
6. Initial Assessment Specialist positions not located in the Department of Children and Families, Division of Milwaukee Child Protective Services.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is by competition. Movement to the Senior level is by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work. Movement to the Advanced level is by competition.

## II. DEFINITIONS

### INITIAL ASSESSMENT SPECIALIST CLASSIFICATION SERIES

Positions allocated to this classification provide professional child protective services work and case management services to a specific client population. Child protective services include the following functions: (1) evaluating and assessing difficulties in psychosocial functioning of a group or another individual; (2) developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance; and (3) intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs.

Employees occupying positions classified in the Initial Assessment Specialist classification will perform one or more of the preceding functions.

### **INITIAL ASSESSMENT SPECIALIST**

Positions allocated to the entry-level perform work in a learning capacity and work closely with more experienced Initial Assessment Specialists to acquire the knowledge, understanding and experience in conducting assessment. The work performed is similar to that described at the senior level but involves significantly lesser scope, complexity, discretion and decision making. Work is performed under close, progressing to limited supervision. Employees must successfully complete the Initial Assessment Certification training.

### **INITIAL ASSESSMENT SPECIALIST-SENIOR**

Positions allocated to the objective level require extensive expertise in the program area and provide the full range of initial assessment child protective services in accordance with the policies, procedures and guidelines within the Department of Children and Families, Division of Milwaukee Child Protective Services. Positions work in close cooperation with other social service agencies, hospitals, clinics, courts and community resources in planning to meet the needs of children and families and assist them in utilizing these resources. These positions may advise other staff in specialized areas through participation in conferences and meetings for purposes of assessment, diagnosis and safety decision making. Work is performed under general supervision.

At this level the incumbent has successfully completed the Initial Assessment Certification program, plus a minimum of one year Child Protective Services experience.

### **INITIAL ASSESSMENT SPECIALIST ADVANCED**

Positions allocated at this level, perform the most advanced level intake and assessment work. Positions at this level provide coaching, mentoring, and support, and are designated as team leads and formal mentors to lower level Initial Assessment Specialists in order to assure quality of information collection and analysis for decision making. These positions are responsible for handling the most complex and high profile cases which are likely to receive public attention. These positions would be called upon to provide expert opinion, consultation and training to other new Initial Assessment Specialists. Work is performed under general supervision.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective June 29, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect the delivery of child protective services intake and assessment and to accommodate the Department of Children and Families' operational needs. This classification was modified effective

July 28, 2013, and announced in Bulletin OSER-0336-MRS/SC to remove the abolished Advanced level to allow for further reorganization and planning in the Bureau.

This classification was modified effective September 6, 2015 and announced in Bulletin DPM-0407-CC/SC to expand the classification to a progression series to add the senior and advanced level with the creation of the Division of Milwaukee Child Protective Services.

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