AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Colorado Department of Human Services (CDHS) Certification of Compliance, County Merit System, Year 2014

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnnison County and Colroado Department of Human Services

Term Begins: 1/1/2014 **Term Ends:** 12/31/2014 **Grant Contract #:**

Summary:
Merit Certification for staff per State Rule

Fiscal Impact: 0

Submitted by: R. Brown **Submitter's Email Address:** Rbrown@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\LNIENHUESER Discharge Date: 12/17/2013

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\ATREZISE Discharge Date: 12/16/2013 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 12/17/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 1/7/2014 Follow Up Agenda Date:

Revised April 2013

Cheryl A. Wilmer
Colorado Dept of Human Services
Audit Division
4126 So Knox Ct
Denver, Co 80236
303-866-7330
Toll Free Fraud Hotline:
1-877-934-6361

Certif. can be sent to Cheryl Wilmer

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CDHS Certification of Compliance
County Merit System
Year 2014

Each county merit system shall function under the following principles and requirements in order to be in compliance with Colorado state statute, 26-1-120, CRS, and CDHS Volume 2, of County Personnel, 2.200ff:

A. The recruitment, selection, and advancement of county merit system employees shall be accomplished on the basis of relative abilities, knowledge, and skills, including open consideration of qualified applicants for initial appointment. Job descriptions should be used to identify the skills, knowledge, and abilities to perform each job.

B. The county merit system shall provide equitable and adequate compensation. Any process established must address the means by which the county will ensure the equitability of salaries, such as employing periodic wage survey results.

C. The county merit system employees shall be initially trained and provided with on-going training as needed to assure high quality of performance.

D. The county merit system shall provide for retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected. Any process established shall include periodic evaluations to measure performance and correct substandard performance. Prior to any disciplinary action, including dismissal, an appeal process which was mandated, as part of the transition plan pursuant to 26-1-120 shall be provided.

E. The county merit system shall assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or disability and with proper regard for the privacy and constitutional rights of such persons as citizens. This fair treatment principle shall include compliance with all federal equal opportunity and nondiscrimination laws.

F. The county merit system shall assure that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

CERTIFICATION

___Gunnison_____ County certifies that it is in compliance with the above principles and criteria for the administration and operation of its County Merit system for the reporting year 2013, and has a personnel system in place for the next calendar year to assure continuing compliance. The person signing below is authorized to undertake this certification.

The county director is exempt from the County Merit System per Transitional Plan submitted to The Colorado Department of Human Services. ☐ Yes **x No**

_____ County Board of Commissioners:

By:

_____ _____
Signature Date

_____
Title

_____
Print Name

2.000 COUNTY PERSONNEL

2.100 COUNTY RESPONSIBILITIES

Effective January 1, 2001, statutory authority for State administered county merit systems was repealed.

Each county shall provide for a merit system for the selection, retention, and promotion of employees of the county department of human/social services. The county's merit system for personnel administration shall meet the criteria set forth in these rules and comply with any other Federal standards established or specified as a condition of receipt of Federal funds as set forth in Title 5 of the Code of Federal Regulations, Section 900.601, et seq.

A county may combine with another county or group of counties to form a district to provide a merit system for its employees.

2.200 MINIMUM CRITERIA FOR THE COUNTY MERIT SYSTEM

The county merit system shall provide for the following:

A. The recruitment, selection, and advancement of employees shall be on the basis of relative abilities, knowledge, and skills, including open consideration of qualified applicants for initial appointment.

B. The system shall provide equitable and adequate compensation.

C. The employees shall be trained as needed to assure high quality of performance.

D. The system shall provide for retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.

E. The system shall assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or disability and with proper regard for the privacy and constitutional rights of such persons as citizens. This fair treatment principle shall include compliance with all Federal equal opportunity and nondiscrimination laws.

F. The system shall assure that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

2.210 Annual Certification of Merit System

Each county shall annually submit to the Colorado Department of Human Services a certification that the above criteria are being maintained by the county department of human/social services. This certification must be received as prescribed by the State Department on or before January 1 of each year.

2.300 MINIMUM QUALIFICATIONS FOR COUNTY MERIT SYSTEM POSITIONS

Minimum qualifications for certain positions are established as determined by the State Board of Human Services to necessitate uniform standards.

2.310 Definition

"Education Requirements" means that in order to meet the minimum educational requirements of a Human Behavioral Science Degree, the candidate or employee must have a degree with major course work (i.e., equivalent to 30 semester hours or 45 quarter hours) in either development of human behavior, child development, family intervention techniques, diagnostic measures or therapeutic techniques such

as social work, psychology, sociology, guidance and counseling, and child development.

2.320 Minimum Qualifications for Professional Services in Child Welfare or Adult Protective Services

The county merit system shall adhere to the following minimum qualifications or standards in the hiring, retention, and promotion of employees who supervise or provide professional services in child welfare or adult protective services.

A. Professional Entry (Training) Level Position

A Bachelor's Degree with a major in a human behavioral sciences field.

B. Professional Journey Level Position

Evidence that the position has obtained the skills, knowledge, and abilities necessary to perform duties at the full independent working level, as demonstrated by either experience or education, as follows:

1. A Bachelor's Degree with a major in a human behavioral science field and one (1) year of professional caseworker experience acquired after the degree in a public or private social services agency; or,
2. A Master's Degree in social work or human behavioral science field.

C. Life Skills Staff Position

A High School Diploma or a General Equivalency Diploma (GED) and at least six (6) months full-time public contact in human services or a related field. Successful completion of a certificate program and/or college course equivalent to public contact in human services or a related field may substitute for the public contact experience.

D. Casework Supervisor Position

A Bachelor's Degree with a major in a human behavioral sciences field and three (3) years professional casework experience at the Journey Level obtained after the degree.

2.330 Waiver Process

If proven recruitment difficulties exist, county departments may request a waiver of these requirements by submitting a written request to the State Department that includes the following:

A. Documentation of the county's recruitment efforts;
B. The specific services to be provided by the position, such as core services or case management, and alternative qualifications being proposed;
C. The specific position and position number, title, and name of incumbent, if position is filled;
D. Justification why the candidate would be acceptable as a training level caseworker, and,
E. A plan detailing how and when the candidate or employee will meet the minimum standards or qualifications set forth in these rules.

2.400 MAXIMUM SALARY REIMBURSEMENT LEVEL FOR COUNTIES

The maximum salary reimbursement level shall not exceed the amount authorized for salaries by the county's merit system.