

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OCFS-4616EL (Rev. 11/98)

Transmittal No: 99 OCFS LCM-17

Date: June 09, 1999

Division: Office of Human  
Resources

TO: Local District Commissioners

SUBJECT: Caseworker Qualifications, Training and Supervision

ATTACHMENTS: None

An audit of Local District Caseworker Qualifications, Training and Supervision was conducted by the Office of the State Comptroller. Among the findings, the audit indicated that, in three districts, the qualifications utilized for caseworkers were not consistent with those established by the former Department of Social Services in Administrative Directive 87 ADM-47.

The standard requires that open-competitive caseworker candidates possess a Bachelor's Degree or, at district option, certification as a registered nurse and one year experience in that profession. Districts may exceed the minimum standard by requiring certain degree fields or additional experience, but may not allow experience to substitute for the degree or, if used, the RN certification.

The Comptroller's recommendations, in addition to adherence to the above minimum qualification standards, also include:

- ensuring that only applicants with the required educational background are hired;
- verifying caseworker candidates' reported educational qualifications by obtaining candidates' official college transcripts or copies of their actual diplomas;
- obtaining and documenting character references for all caseworker candidates;

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- obtaining State Central Register clearance for all caseworkers, where appropriate;
- determining whether caseworkers have ever been convicted of a crime.

Please review your current caseworker position specifications and, if needed, contact your local civil service entity to review and update the specifications, as necessary, to ensure that the qualifications reflect the minimum standard.

If you have questions, please contact J. Benjamin McFerran, Director of Human Resources Management. He can be reached at (518)402-3211.

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Reginald K. Knox  
Associate Commissioner  
for Human Resources