

# **HEALTH & SOCIAL DEVELOPMENT SPECIALIST SERIES**

## **GENERAL**

The Health and Social Services Specialist Series (H.S.) currently consists of seven levels designed to accommodate a variety of job categories in the health and social services fields. Working titles are used to identify each job category e.g., Public Health Nurse, Probation Officer, Social Worker, etc.

Positions are classified by a standing committee using a point-rating system of job evaluation. This system involves a comparison of each position against five predetermined factors: 1) Knowledge 2) Responsibility 3) Decision Making 4) Relationships 5) Supervision . These factors are made up of different elements which are divided into a number of degrees for measurement. Each degree is outlined by descriptors and has a numerical point value assigned to it. As rating takes place, positions are compared to each factor and the point value of the appropriate degree is assigned. After rating is completed the number of points is totalled and this total is then used to determine the specific level, within the range of points assigned to each of the seven levels within the series.

Job categories may be added to or deleted from the Health and Social Services Specialists Series from time to time as approved by the Civil Service Commission. Included in the series are positions primarily involved with the planning, delivery, administration and/or management of community health and/or social services to clients, groups and communities.

Positions in this series require technical and/or specialized preparation in health or social service related fields. Preparation is normally acquired through formal program of studies but may also be acquired through departmentally recognized or prescribed training programs.

Exclusions from the series are positions where the primary focus is in the field of employment, education, recreation, religion, income security, custody or other fields where the primary duties and responsibilities of the position are defined in any other series.