

Salary Compression: The effects throughout the Commonwealth

October 16, 2024

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Salaries by Years of Service:

- Page 3 – Admin. Specialist and Case Management Specialist I, II and III
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- Page 5 – Public Assistance Program Specialist and Field Services Supervisor
- Page 6 – Certified Public Manager, Service Region Administrator Associate, Program Investigator II and III and Humans Service Program Compliance Analyst
- Page 8 – County View

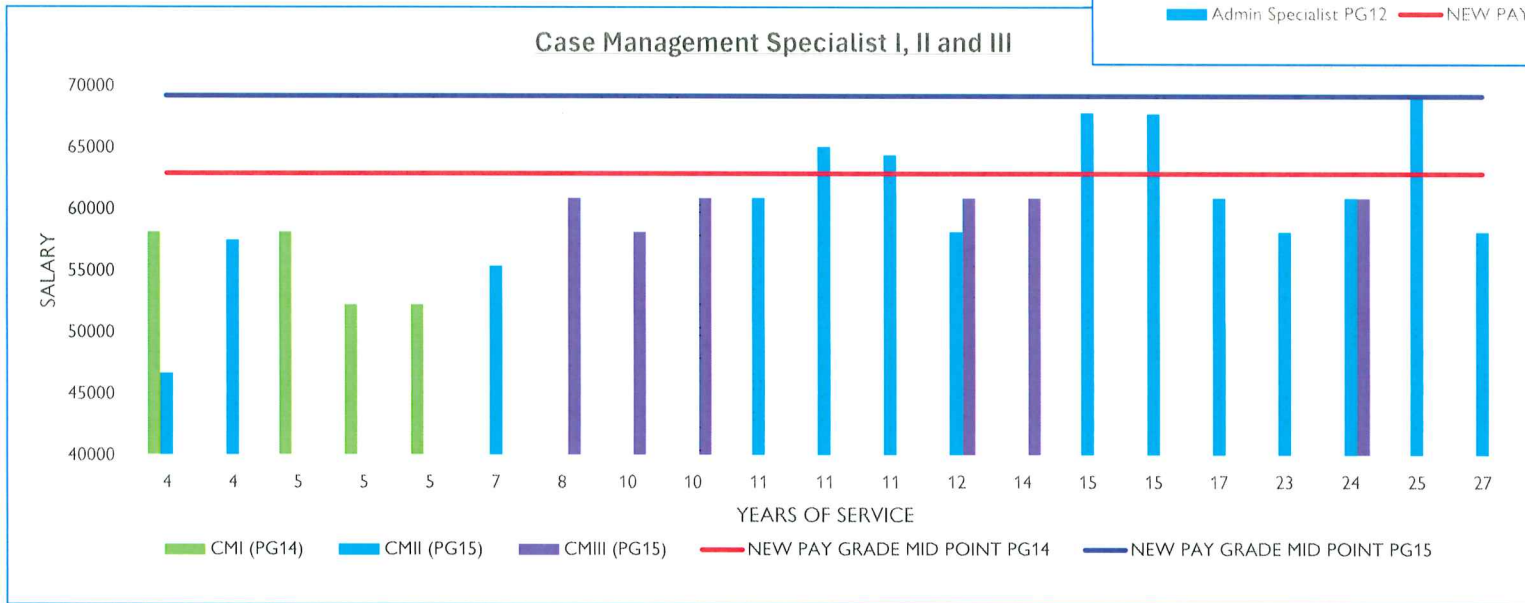
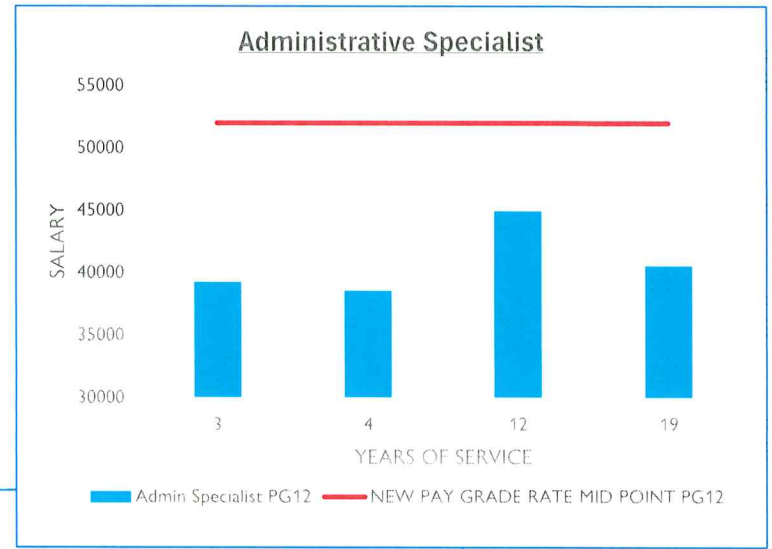
Compression by Job Classifications:

- Page 10 – Family Support Specialist I and II
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- Page 12 – Case Management I and II
- Page 13 – Public Assistance Program Specialist and Field Services Supervisor
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- Page 15 – Service Region Administrator and Service Region Administrator Associate
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- Page 17 – Program Investigator II and III
- Page 18 – Administrative Branch Manager

Additional Information:

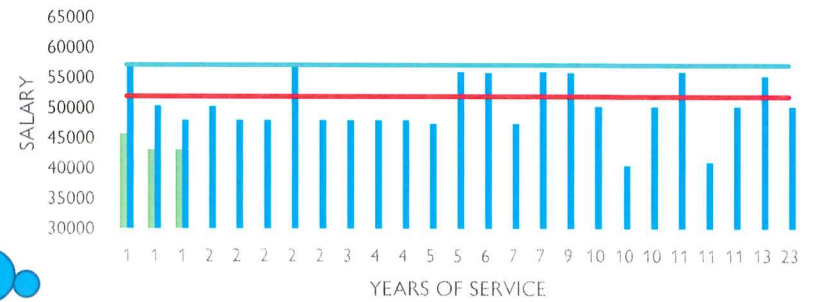
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TEAM 
KENTUCKY



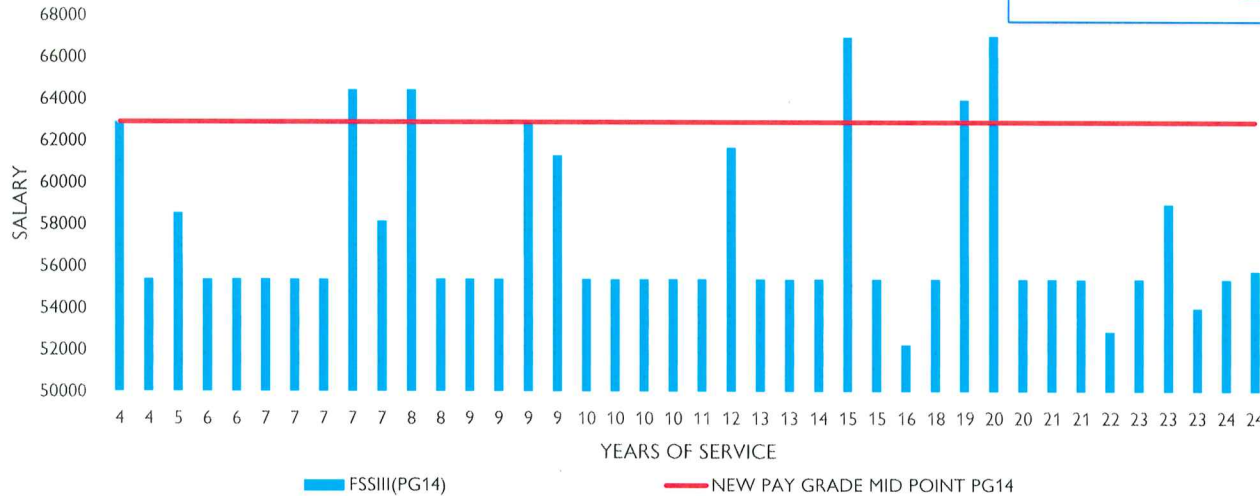
I am an FSI and been with the Department for about a year and a half, I meet all the qualifications to be reclassified to a FSII, however I have overheard conversations around the office that since I would be making more than the other workers that our supervisor is not going to reclass me. I understand that it is not fair to the other employees, but it is also not fair to hold me back from something that I have earned.

Family Support Specialist I and II



FSI (PG12)
 FSII (PG13)
 NEW PAY GRADE RATE MID POINT PG12

Family Support Specialist III



FSSIII (PG14)
 NEW PAY GRADE MID POINT PG14



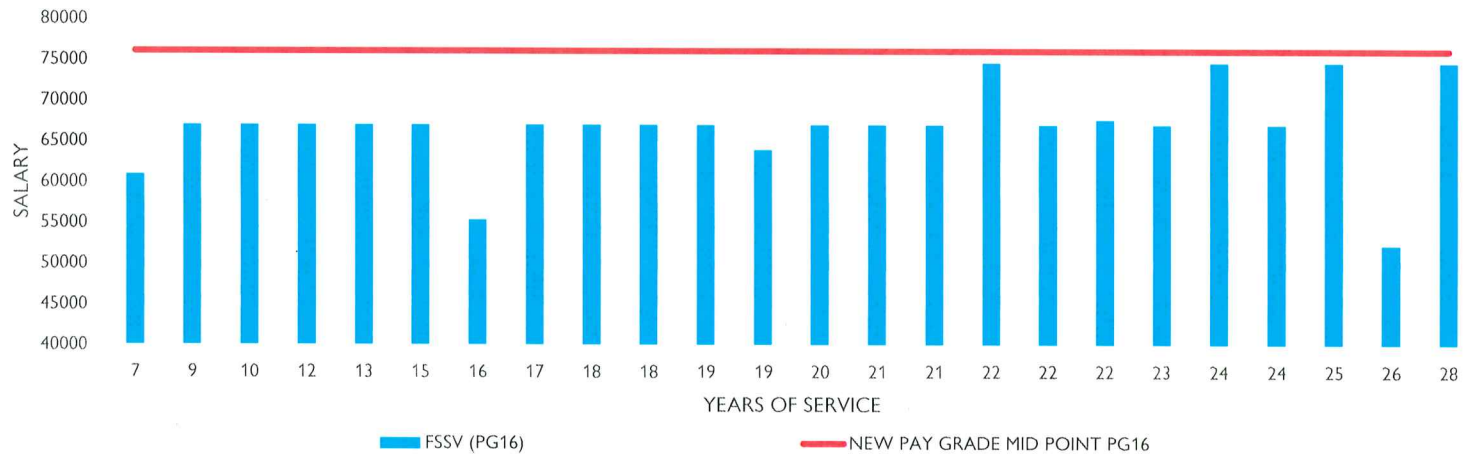
Public Assistance Program Specialist



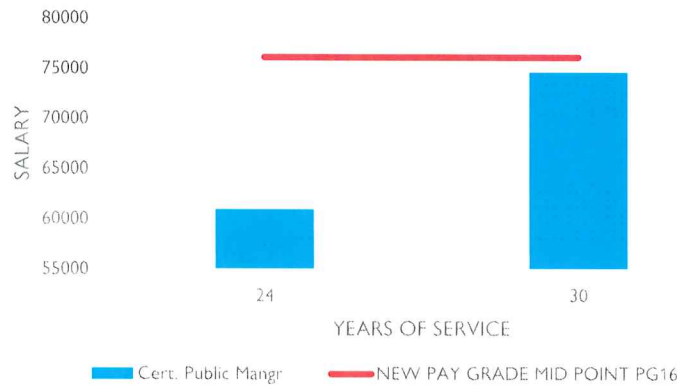
PAPS and Supervisors are the same pay grade. Very different job duties and responsibilities

PAPS may get compensated for overtime worked, however Supervisors cannot...

Field Services Supervisor

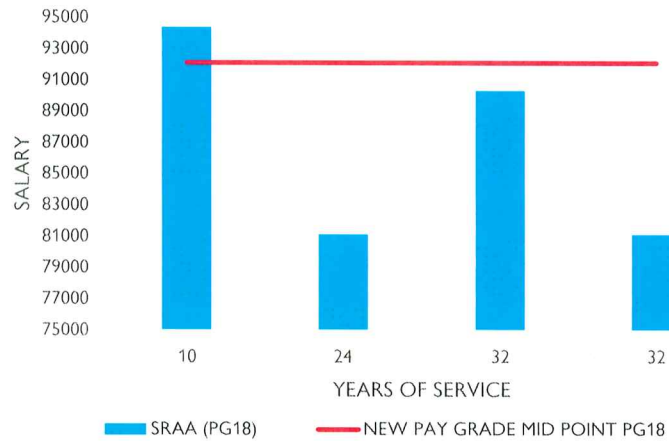


CERTIFIED PUBLIC MANAGER

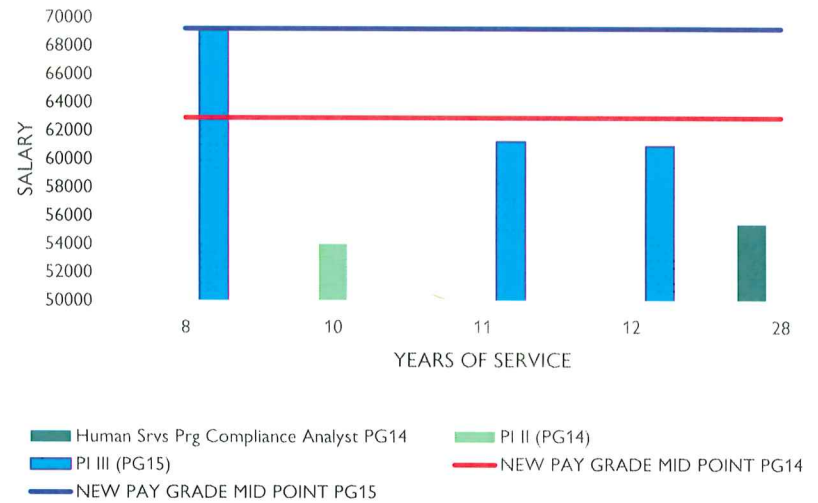


I have had all Exceeds on my evaluations and two ACE awards with years of experience, someone new coming into this position will be bypassing me...

Service Region Administrator Associate



Program Investigator II and III and Human Service Program Compliance Analyst



It is very discouraging...

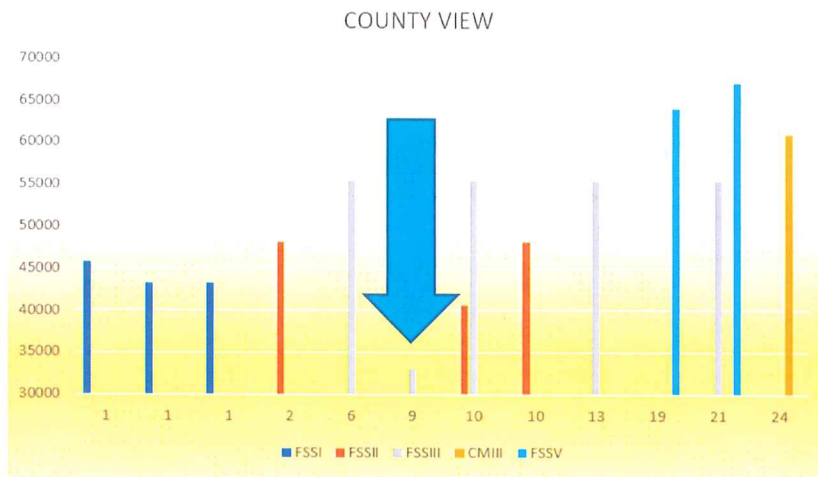
I just want it to be fair...

I did not get the midpoint raise last year as promised until after July 2023, so the 6% raise that was given was pretty much erased.

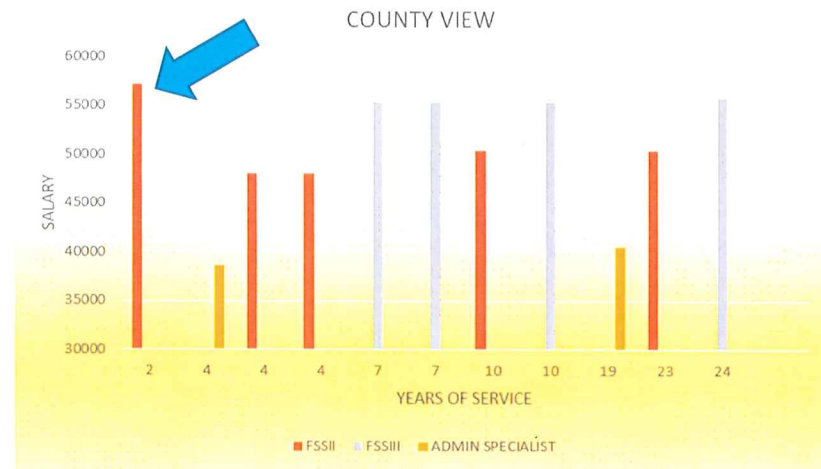
It is crazy that someone off the street can now make more money than myself that has put in 10 years of blood, sweat and many tears for this job..

✓

Overview of Local Counties



Family Support Specialist III with 9 years of service making less than any other worker with less years.

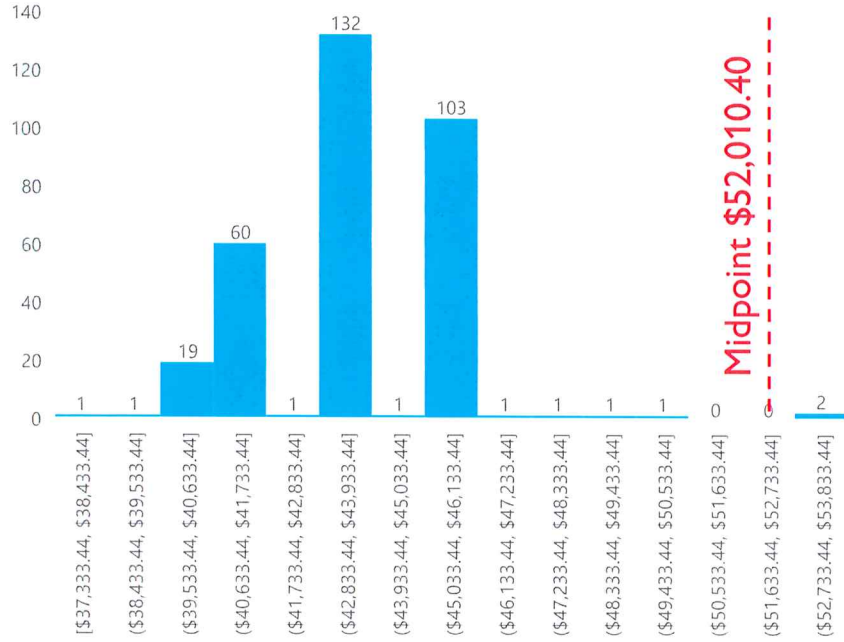


Family Support Specialist II with 2 years experience making more than any other worker in the office.

Salary Compression by Job Classifications

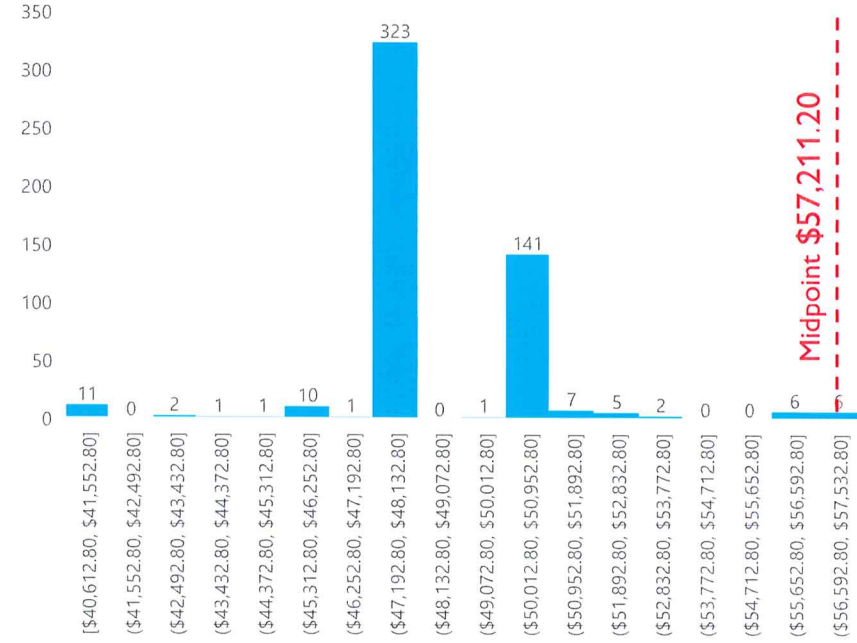
Pay Grade 12

Family Support Specialist I



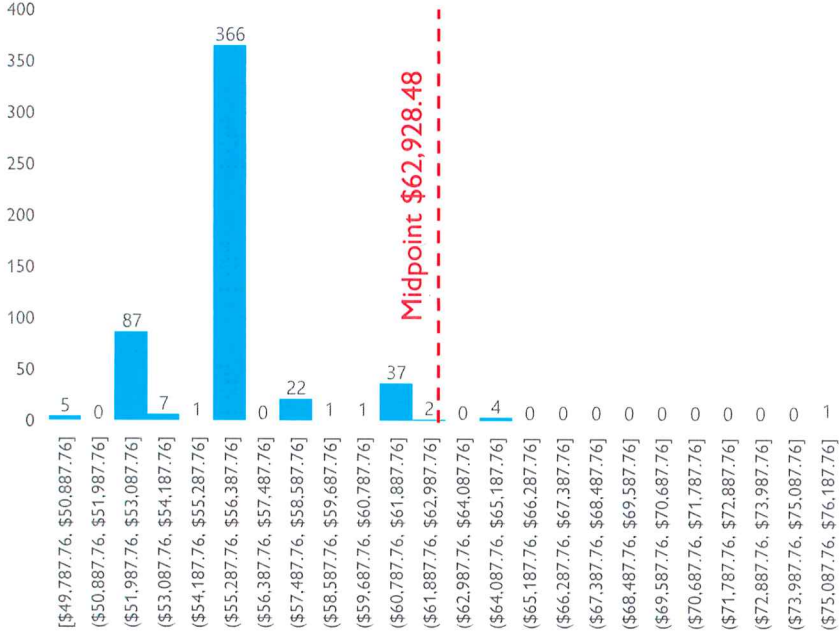
Pay Grade 13

Family Support Specialist II



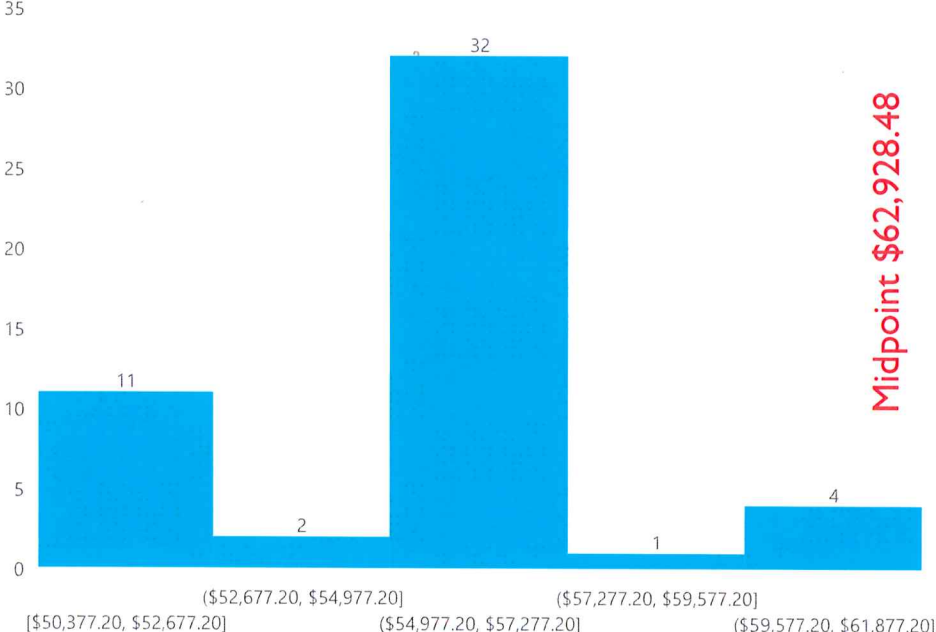
Pay Grade 14

Family Support Specialist III



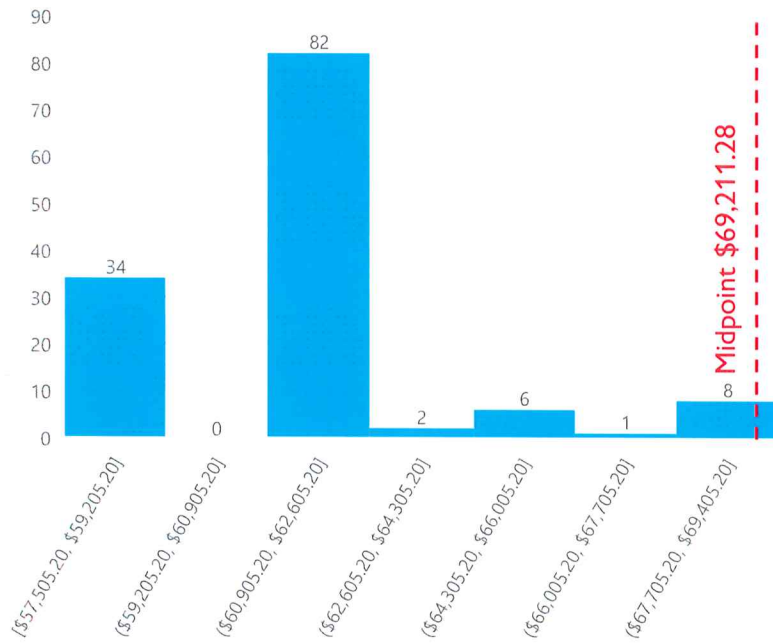
Pay Grade 14

Case Management Specialist I



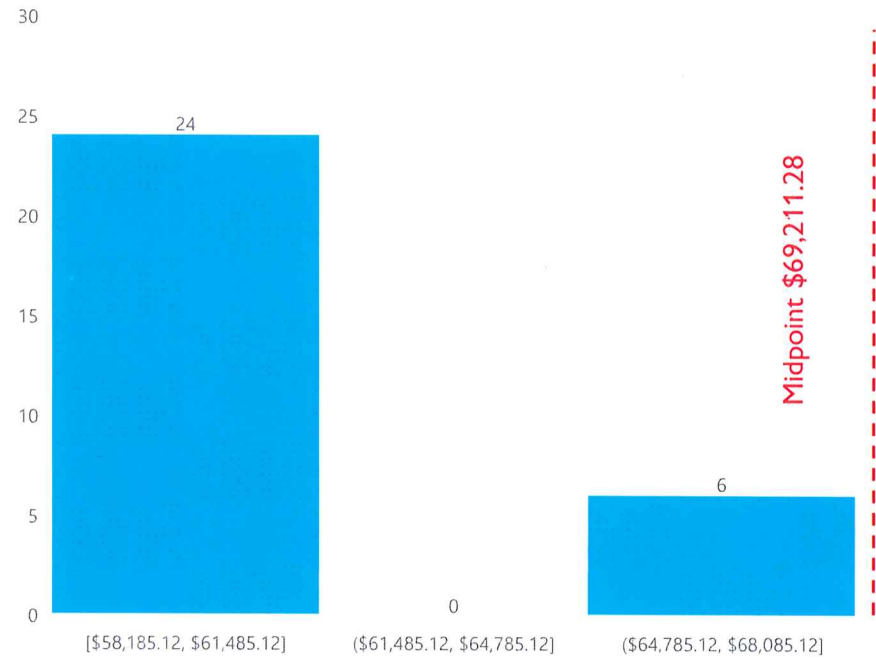
Pay Grade 14

Case Management Specialist II



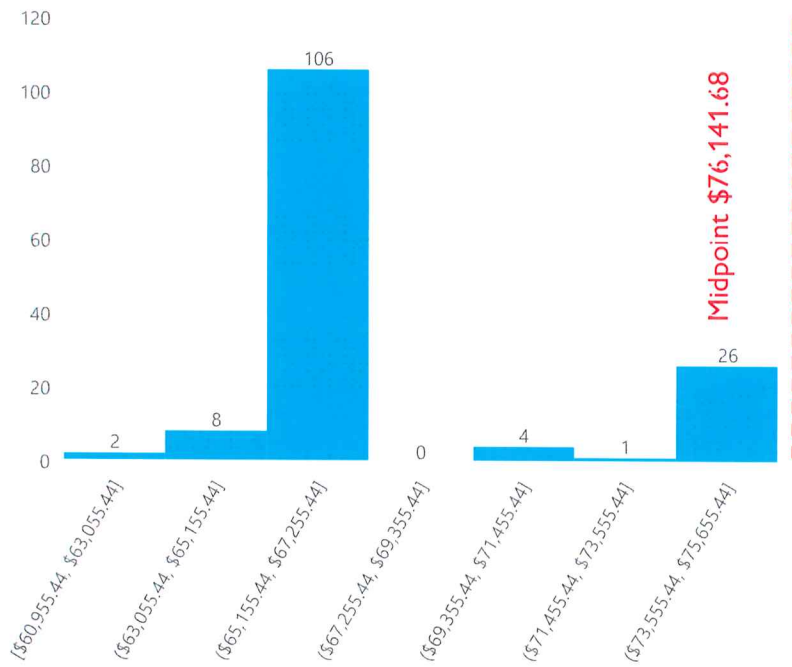
Pay Grade 14

Case Management Specialist III



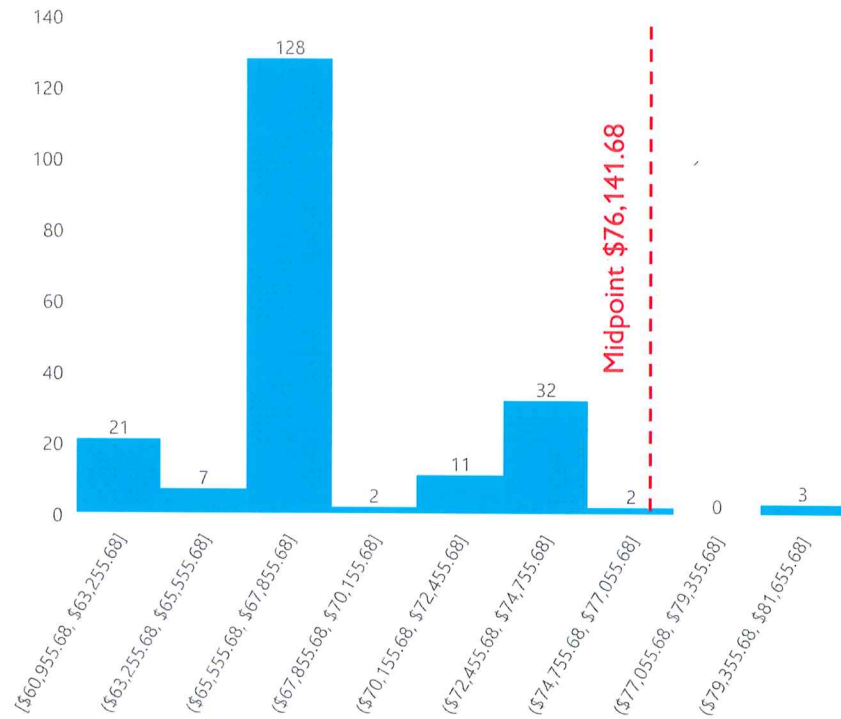
Pay Grade 16

Public Assistance Program Specialist



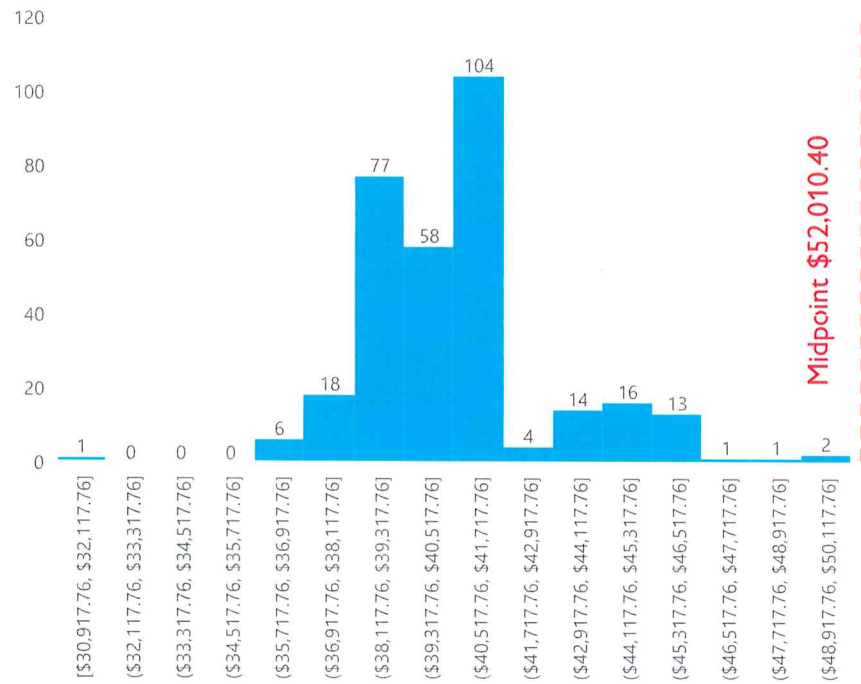
Pay Grade 16

Field Services Supervisor



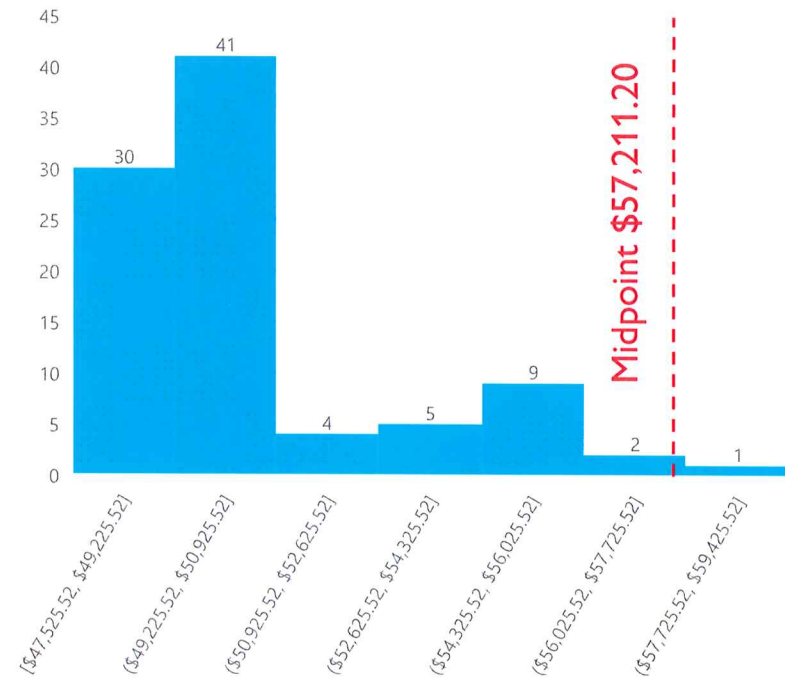
Pay Grade 12

Administrative Specialist



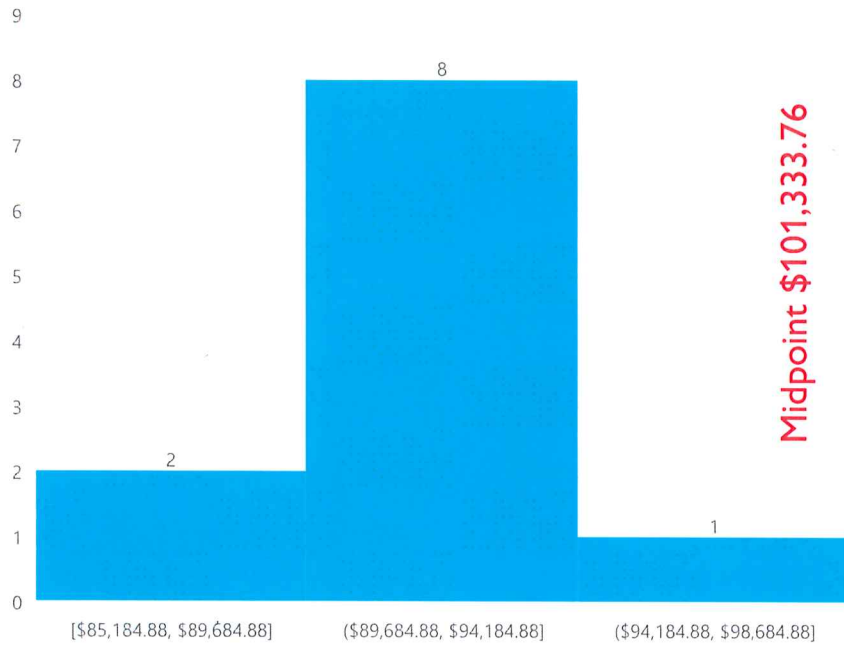
Pay Grade 13

Administrative Specialist Senior



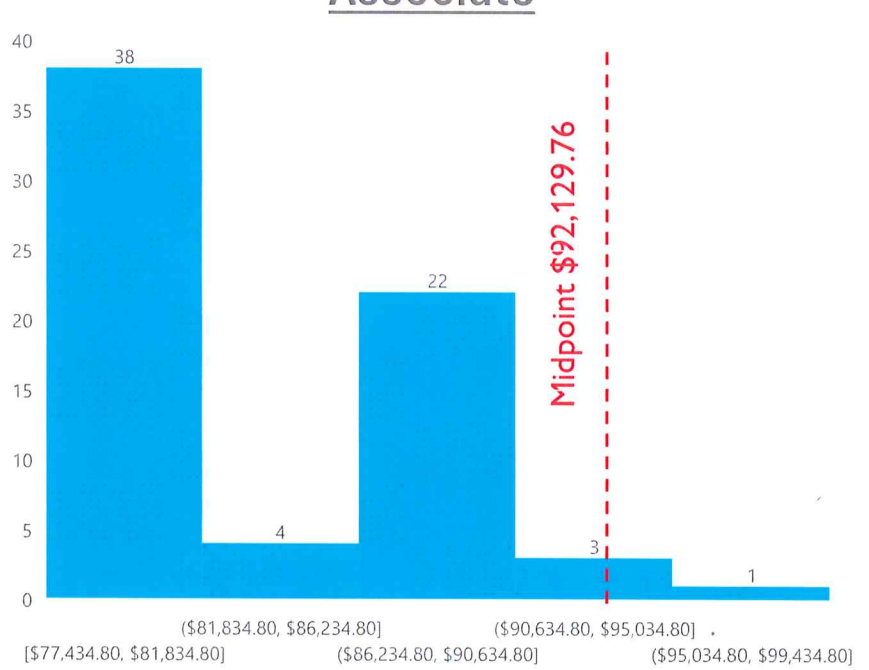
Pay Grade 19

Service Region Administrator



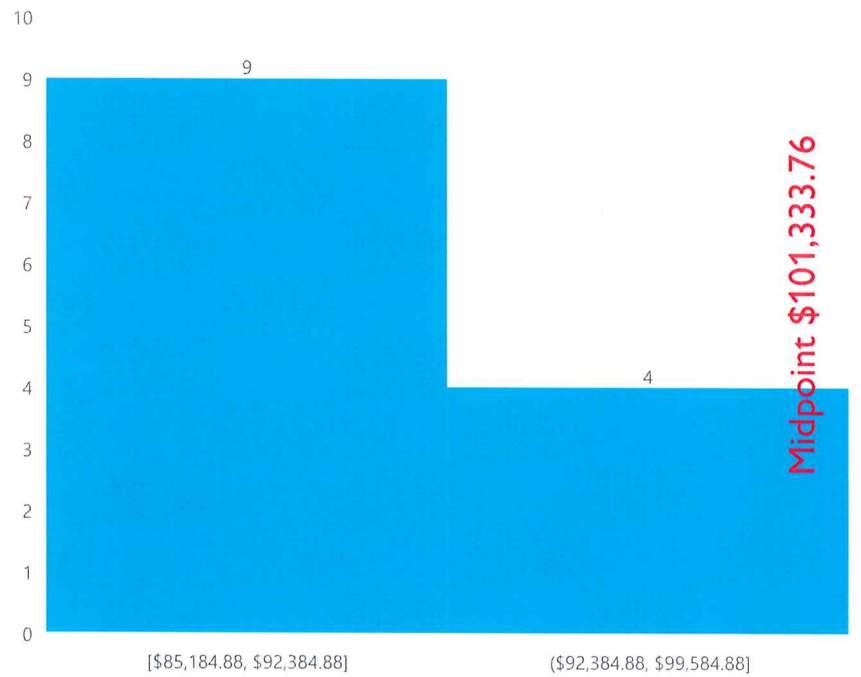
Pay Grade 18

Service Region Administrator Associate



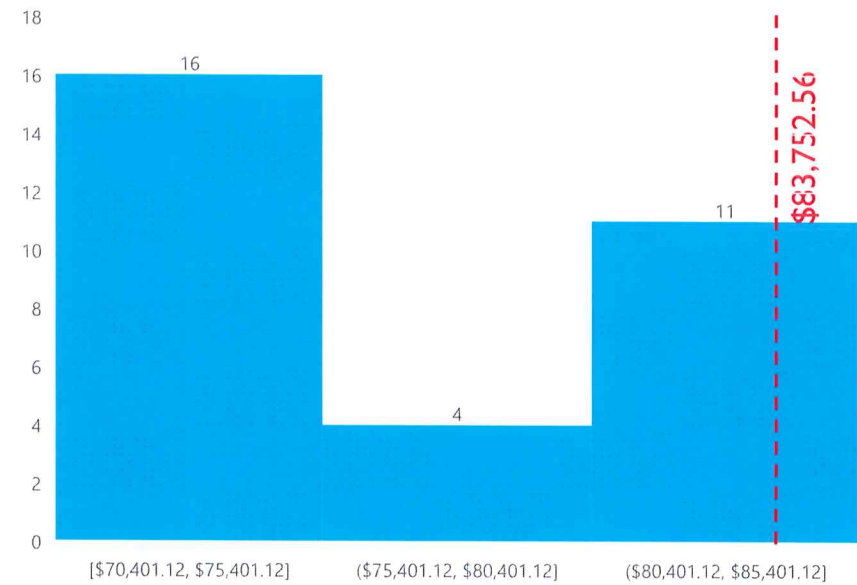
Pay Grade 19

Assistant Director II



Pay Grade 17

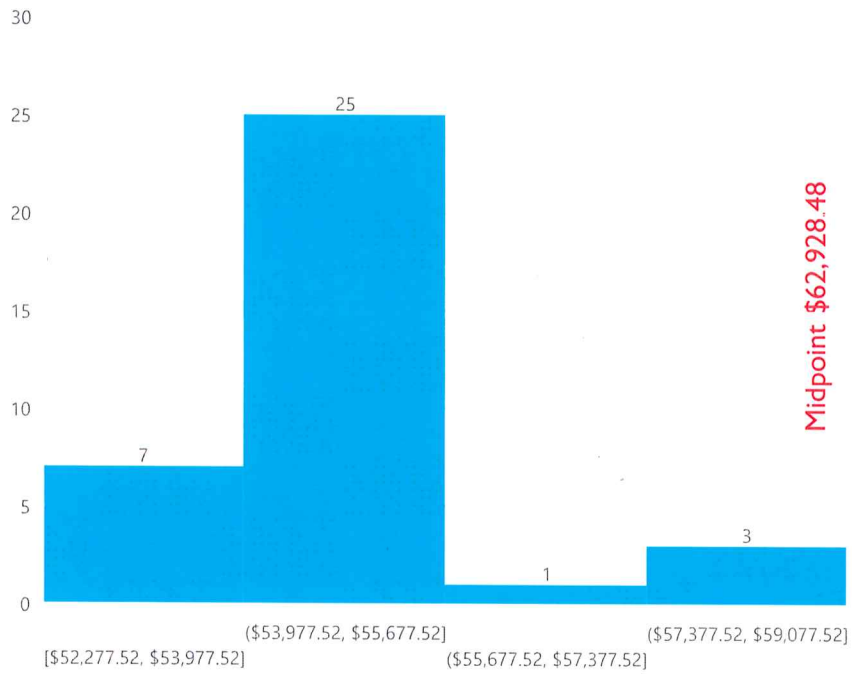
Human Services Program Branch Manager



16

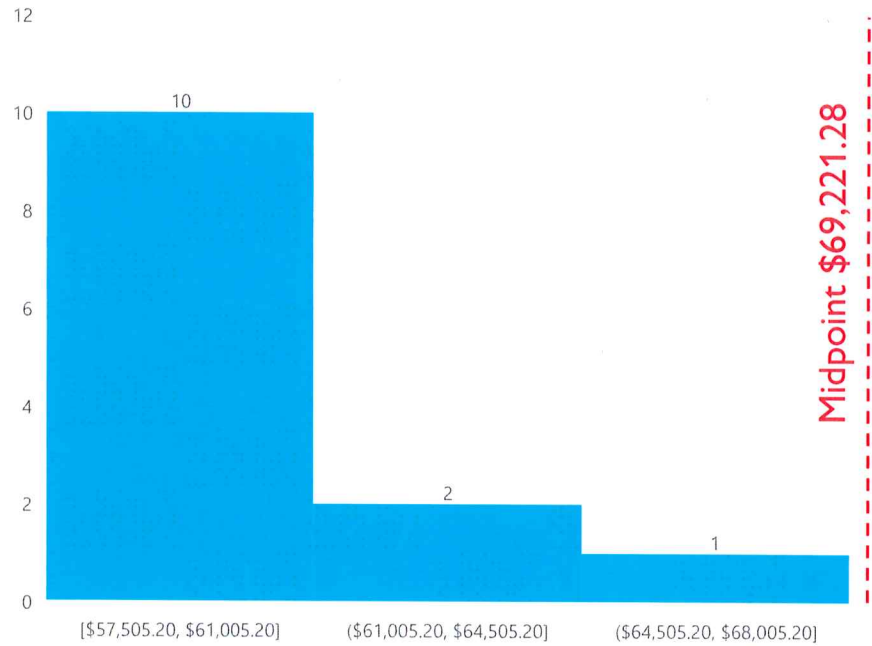
Pay Grade 14

Program Investigator II



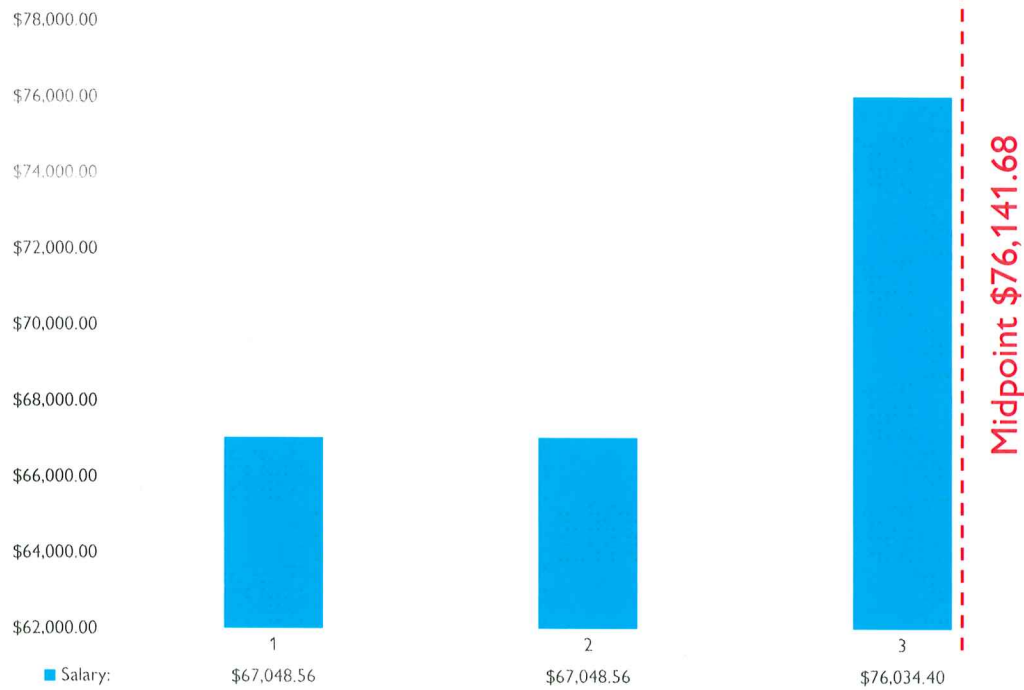
Pay Grade 15

Program Investigator III

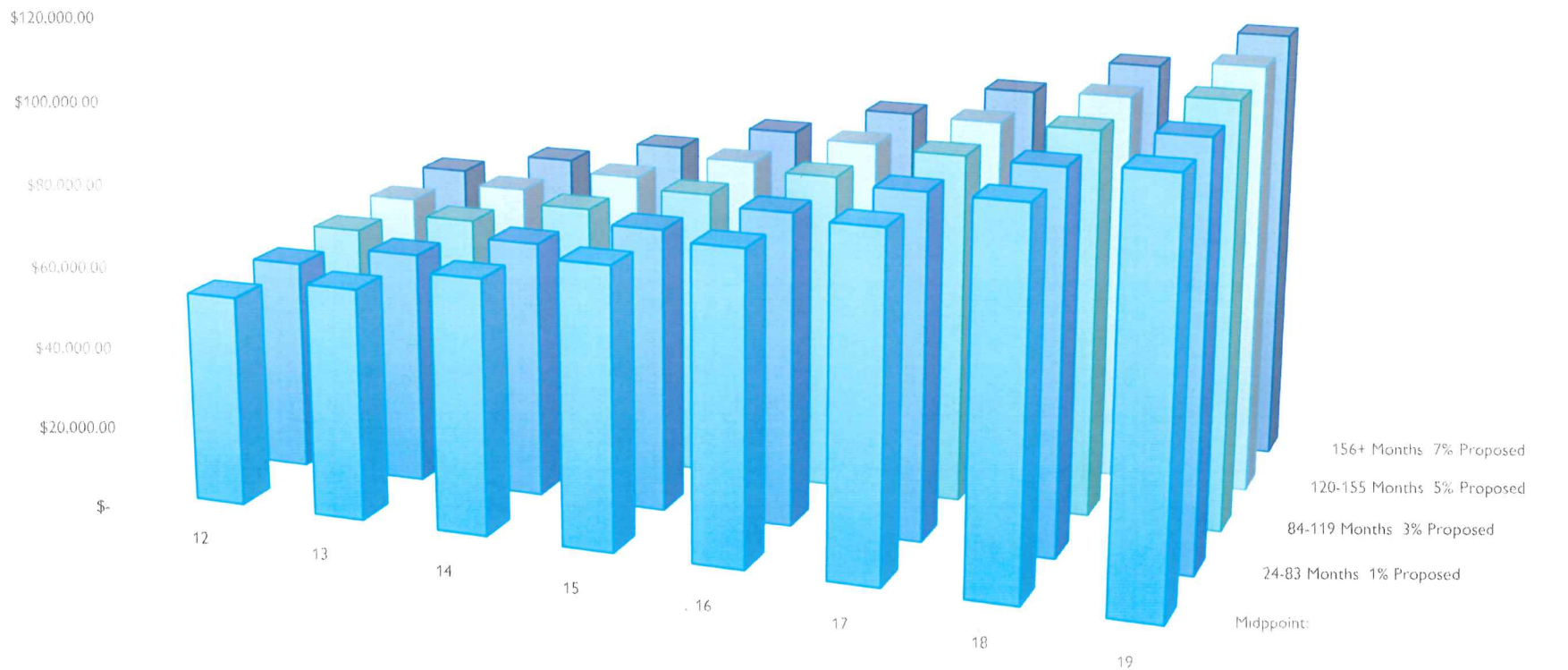


Pay Grade 16

Administrative Branch Manager



Projections Based on the Proposed Salary Increases Based on Months of Service



	12	13	14	15	16	17	18	19
Midpoint:	\$52,010.40	\$57,211.20	\$62,928.48	\$69,221.28	\$76,141.68	\$83,752.56	\$92,129.76	\$101,333.76
24-83 Months 1% Proposed	\$52,530.50	\$57,783.31	\$63,557.76	\$69,913.49	\$76,903.10	\$84,590.09	\$93,051.06	\$102,347.10
84-119 Months 3% Proposed	\$53,570.71	\$58,927.54	\$64,816.33	\$71,297.92	\$78,425.93	\$86,265.14	\$94,893.65	\$104,373.77
120-155 Months 5% Proposed	\$54,610.92	\$60,071.76	\$66,074.90	\$72,682.34	\$79,948.76	\$87,940.19	\$96,736.25	\$106,400.45
156+ Months 7% Proposed	\$55,651.13	\$61,215.98	\$67,333.47	\$74,066.77	\$81,471.60	\$89,615.24	\$98,578.84	\$108,427.12

Effective Sept. 1st, 2024.

27-Student Work Week				
Pay Grade	Rate	Entry	Midpoint	Top of Mid
3	Hourly	\$9,127	\$24,249	\$23,094
	Monthly	\$1,483.14	\$3,940.46	\$3,752.82
	Annually	\$17,797.68	\$47,285.52	\$45,033.84
	Hourly	\$5,505	\$16,200	\$15,429
4	Monthly	N/A	N/A	N/A
	Annually	N/A	N/A	N/A
5	Hourly	\$9,127	\$13,691	\$13,039
	Monthly	\$1,483.14	\$2,224.80	\$2,118.86
	Annually	\$17,797.68	\$26,697.60	\$25,426.32
	Hourly	\$10,040	\$15,060	\$14,343
6	Monthly	\$1,631.50	\$2,447.26	\$2,330.72
	Annually	\$19,578.00	\$29,367.12	\$27,968.64
	Hourly	\$11,043	\$16,565	\$15,776
	Monthly	\$1,794.50	\$2,691.82	\$2,563.64
7	Annually	\$21,534.00	\$32,301.84	\$30,763.68
	Hourly	\$12,146	\$18,219	\$17,351
8	Monthly	\$1,973.74	\$2,960.60	\$2,819.62
	Annually	\$23,684.88	\$35,527.20	\$33,835.44
	Hourly	\$13,360	\$20,040	\$19,086
	Monthly	\$2,171.00	\$3,256.50	\$3,101.42
9	Annually	\$26,052.00	\$39,078.00	\$37,217.04
	Hourly	\$14,694	\$22,041	\$20,991
10	Monthly	\$2,387.78	\$3,581.66	\$3,411.10
	Annually	\$28,653.36	\$42,979.92	\$40,933.20
	Hourly	\$16,166	\$24,249	\$23,094
	Monthly	\$2,626.98	\$3,940.46	\$3,752.82
11	Annually	\$31,523.76	\$47,285.52	\$45,033.84
	Hourly	\$17,781	\$26,672	\$25,401
12	Monthly	\$2,889.42	\$4,334.20	\$4,127.80
	Annually	\$34,673.04	\$52,010.40	\$49,533.60
	Hourly	\$19,559	\$29,339	\$27,942
	Monthly	\$3,178.34	\$4,767.60	\$4,540.56
13	Annually	\$38,140.08	\$57,211.20	\$54,486.72
	Hourly	\$21,514	\$32,271	\$30,734
14	Monthly	\$3,496.04	\$5,244.04	\$4,994.32
	Annually	\$41,952.48	\$62,928.48	\$59,931.84
	Hourly	\$23,665	\$35,498	\$33,807
	Monthly	\$3,845.56	\$5,768.44	\$5,493.74
15	Annually	\$46,146.72	\$69,221.28	\$65,924.88

37424 Home Depot Project				
Item Code	Rate	Quantity	Material	Total Cost
	Hourly	\$26,031	\$39,047	\$37,188
	Monthly	\$4,230.04	\$6,345.14	\$6,042.98
16	Annually	\$50,760.48	\$76,141.68	\$72,515.76
	Hourly	\$28,633	\$42,950	\$40,904
	Monthly	\$4,652.86	\$6,979.38	\$6,647.02
17	Annually	\$55,834.32	\$83,752.56	\$79,764.24
	Hourly	\$31,497	\$47,246	\$44,996
	Monthly	\$5,118.26	\$7,677.48	\$7,311.88
18	Annually	\$61,419.12	\$92,129.76	\$87,742.56
	Hourly	\$34,644	\$51,966	\$49,491
	Monthly	\$5,629.66	\$8,444.48	\$8,042.36
19	Annually	\$67,555.92	\$101,333.76	\$96,508.32
	Hourly	\$38,111	\$57,167	\$54,445
	Monthly	\$6,193.04	\$9,289.64	\$8,847.28
20	Annually	\$74,316.48	\$111,475.68	\$106,167.36
	Hourly	\$41,921	\$62,882	\$59,588
	Monthly	\$6,812.16	\$10,218.34	\$9,731.74
21	Annually	\$81,745.92	\$122,620.08	\$116,780.88
	Hourly	\$46,111	\$69,167	\$65,873
	Monthly	\$7,493.04	\$11,239.64	\$10,704.42
22	Annually	\$89,916.48	\$134,875.68	\$128,453.04



COMMONWEALTH OF KENTUCKY
Classified and Unclassified 37.5 and 40-Hour Salary Schedule
Effective September 16, 2023

3	Hourly	\$8,861	\$23,543	\$8,861	\$23,543
	Monthly	\$1,439.92	\$3,825.74	\$1,535.92	\$4,080.80
	Annually	\$17,279.04	\$45,908.88	\$18,431.04	\$48,969.60
4	Hourly	\$5,345	\$16,200	\$5,345	\$16,200
	Monthly	N/A	N/A	N/A	N/A
	Annually	N/A	N/A	N/A	N/A
5	Hourly	\$8,861	\$13,292	\$8,861	\$13,292
	Monthly	\$1,439.92	\$2,159.96	\$1,535.92	\$2,303.96
	Annually	\$17,279.04	\$25,919.52	\$18,431.04	\$27,647.52
6	Hourly	\$9,748	\$14,622	\$9,748	\$14,622
	Monthly	\$1,584.06	\$2,376.08	\$1,689.66	\$2,534.48
	Annually	\$19,008.72	\$28,512.96	\$20,275.92	\$30,413.76
7	Hourly	\$10,721	\$16,082	\$10,721	\$16,082
	Monthly	\$1,742.16	\$2,613.34	\$1,858.32	\$2,787.56
	Annually	\$20,905.92	\$31,360.08	\$22,299.84	\$33,450.72
8	Hourly	\$11,792	\$17,688	\$11,792	\$17,688
	Monthly	\$1,916.20	\$2,874.30	\$2,043.96	\$3,065.92
	Annually	\$22,994.40	\$34,491.60	\$24,527.52	\$36,791.04
9	Hourly	\$12,971	\$19,457	\$12,971	\$19,457
	Monthly	\$2,107.80	\$3,161.76	\$2,248.32	\$3,372.56
	Annually	\$25,293.60	\$37,941.12	\$26,979.84	\$40,470.72
10	Hourly	\$14,266	\$21,399	\$14,266	\$21,399
	Monthly	\$2,318.24	\$3,477.34	\$2,472.78	\$3,709.16
	Annually	\$27,818.88	\$41,728.08	\$29,673.36	\$44,509.92
11	Hourly	\$15,695	\$23,543	\$15,695	\$23,543
	Monthly	\$2,550.44	\$3,825.74	\$2,720.48	\$4,080.80
	Annually	\$30,605.28	\$45,908.88	\$32,645.76	\$48,969.60
12	Hourly	\$17,263	\$25,895	\$17,263	\$25,895
	Monthly	\$2,805.24	\$4,207.94	\$2,992.26	\$4,488.48
	Annually	\$33,662.88	\$50,495.28	\$35,907.12	\$53,861.76
13	Hourly	\$18,989	\$28,484	\$18,989	\$28,484
	Monthly	\$3,085.72	\$4,628.66	\$3,291.44	\$4,937.24
	Annually	\$37,028.64	\$55,543.92	\$39,497.28	\$59,246.88
14	Hourly	\$20,887	\$31,331	\$20,887	\$31,331
	Monthly	\$3,394.14	\$5,091.30	\$3,620.42	\$5,430.72
	Annually	\$40,729.68	\$61,095.60	\$43,445.04	\$65,168.64
15	Hourly	\$22,976	\$34,464	\$22,976	\$34,464
	Monthly	\$3,733.60	\$5,600.40	\$3,982.52	\$5,973.76
	Annually	\$44,803.20	\$67,204.80	\$47,790.24	\$71,685.12
16	Hourly	\$25,273	\$37,910	\$25,273	\$37,910
	Monthly	\$4,106.86	\$6,160.38	\$4,380.66	\$6,571.08
	Annually	\$49,282.32	\$73,924.56	\$52,567.92	\$78,852.96
17	Hourly	\$27,799	\$41,699	\$27,799	\$41,699
	Monthly	\$4,517.34	\$6,776.10	\$4,818.50	\$7,227.84
	Annually	\$54,208.08	\$81,313.20	\$57,822.00	\$86,734.08
18	Hourly	\$30,580	\$45,870	\$30,580	\$45,870
	Monthly	\$4,969.26	\$7,453.88	\$5,300.54	\$7,950.80
	Annually	\$59,691.12	\$89,446.56	\$63,606.48	\$95,409.60
19	Hourly	\$33,635	\$50,453	\$33,635	\$50,453
	Monthly	\$5,465.70	\$8,198.62	\$5,830.08	\$8,745.20
	Annually	\$65,588.40	\$98,383.44	\$69,960.96	\$104,942.40
20	Hourly	\$37,001	\$55,502	\$37,001	\$55,502
	Monthly	\$6,012.66	\$9,019.08	\$6,413.52	\$9,620.36
	Annually	\$72,151.92	\$108,228.96	\$76,962.24	\$115,444.32
21	Hourly	\$40,700	\$61,050	\$40,700	\$61,050
	Monthly	\$6,613.76	\$9,920.64	\$7,054.68	\$10,582.00
	Annually	\$79,365.12	\$119,047.68	\$84,656.16	\$126,984.00
22	Hourly	\$44,768	\$67,152	\$44,768	\$67,152
	Monthly	\$7,274.80	\$10,912.20	\$7,759.80	\$11,639.68
	Annually	\$87,297.60	\$130,946.40	\$93,117.60	\$139,676.16

	Hourly	\$36,763	\$46,935
*28	Monthly	\$5,974.00	\$7,626.94
	Annually	\$71,688.00	\$91,523.28
30	Hourly	\$38,228	\$57,342
	Monthly	\$6,212.06	\$9,318.08
31	Annually	\$74,544.72	\$111,816.96
	Hourly	\$42,051	\$63,077
32	Monthly	\$6,833.30	\$10,250.02
	Annually	\$81,999.60	\$123,000.24
33	Hourly	\$46,256	\$69,384
	Monthly	\$7,516.60	\$11,274.90
34	Annually	\$90,199.20	\$135,298.80
	Hourly	\$50,882	\$76,323
40	Monthly	\$8,268.34	\$12,402.50
	Annually	\$99,220.08	\$148,830.00
41	Hourly	\$55,970	\$83,955
	Monthly	\$9,095.14	\$13,642.70
42	Annually	\$109,141.68	\$163,712.40
	Hourly	\$35,201	\$52,802
43	Monthly	\$5,720.16	\$8,580.34
	Annually	\$68,641.92	\$102,964.08
44	Hourly	\$38,722	\$58,083
	Monthly	\$6,292.34	\$9,438.50
41	Annually	\$75,508.08	\$113,262.00
	Hourly	\$42,595	\$63,893
42	Monthly	\$6,921.70	\$10,382.62
	Annually	\$83,060.40	\$124,591.44
43	Hourly	\$46,854	\$70,281
	Monthly	\$7,613.78	\$11,420.66
44	Annually	\$91,365.36	\$137,047.92
	Hourly	\$51,540	\$77,310
44	Monthly	\$8,375.26	\$12,562.88
	Annually	\$100,503.12	\$150,754.56

*Salary range adjusted per KRS 163.032

	Hourly	\$36,763	\$46,935
*28	Monthly	\$6,372.26	\$8,135.40
	Annually	\$76,467.12	\$97,624.80
30	Hourly	\$38,228	\$57,342
	Monthly	\$6,626.20	\$9,939.28
31	Annually	\$79,514.40	\$119,271.36
	Hourly	\$42,051	\$63,077
32	Monthly	\$7,288.84	\$10,933.36
	Annually	\$87,466.08	\$131,200.32
33	Hourly	\$46,256	\$69,384
	Monthly	\$8,017.72	\$12,026.56
34	Annually	\$96,212.64	\$144,318.72
	Hourly	\$50,882	\$76,323
40	Monthly	\$8,819.56	\$13,229.32
	Annually	\$105,834.72	\$158,751.84
41	Hourly	\$55,970	\$83,955
	Monthly	\$9,701.48	\$14,552.20
42	Annually	\$116,417.76	\$174,626.40
	Hourly	\$35,201	\$52,802
43	Monthly	\$6,101.52	\$9,152.36
	Annually	\$73,218.24	\$109,828.32
44	Hourly	\$38,722	\$58,083
	Monthly	\$6,711.82	\$10,067.72
41	Annually	\$80,541.84	\$120,812.64
	Hourly	\$42,595	\$63,893
42	Monthly	\$7,383.14	\$11,074.80
	Annually	\$88,597.68	\$132,897.60
43	Hourly	\$46,854	\$70,281
	Monthly	\$8,121.36	\$12,182.04
44	Annually	\$97,456.32	\$146,184.48
	Hourly	\$51,540	\$77,310
44	Monthly	\$8,933.60	\$13,400.40
	Annually	\$107,203.20	\$160,804.80



Andy Beshear

PERSONNEL CABINET

Mary Elizabeth Bailey

MEMORANDUM

PERSONNEL MEMO 24-13

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Mary Elizabeth Bailey, Secretary

MBA

Date: August 14, 2024

Re: **Executive Branch Classified and Unclassified Salary Schedule Adjustment**

As a follow up to Governor Beshear's Executive Order 2024-562 effective September 16, 2024, the classified and unclassified salary schedule will be adjusted, resulting in an increase in the minimum and midpoint salaries at all grades. Pursuant to 101 KAR 2:034, Section 6 and 101 KAR 3:045, Section 6, the salaries of those employees who are below the new minimum will be increased to the new minimum. In addition, effective September 16, 2024, any employee other than interim employees and employees on initial or probational probation, whose salary is less than five (5) percent above the new entry level wage of his or her pay grade, shall have his or her salary increased to five (5) percent above the new entry level wage.

HR administrators will be receiving additional guidance for implementing these adjustments. If you have any questions, please contact Rebecca O'Brien, Director, Division of Employee Management, at Rebecca.O'Brien@ky.gov





ANDY BESHEAR
GOVERNOR

EXECUTIVE ORDER

Secretary of State
Frankfort
Kentucky

2024-562
August 13, 2024

**RELATING TO THE COMPENSATION OF CLASSIFIED
AND UNCLASSIFIED STATE GOVERNMENT EMPLOYEES**

Having a professional and motivated executive branch workforce is in the best interests of all citizens of the Commonwealth of Kentucky; and

In order to retain and continue attracting talented and dedicated employees, the Commonwealth must take steps to compensate its employees in a competitive manner; and

The Personnel Cabinet is authorized by KRS 64.640(1) to prepare schedules of compensation, payable out of the State Treasury, with a minimum salary rate and other salary rates as are deemed necessary or advisable, for the office or position of employment of every state officer and employee, subject to the Governor's approval. These schedules are to be based on studies of the duties and responsibilities of the offices and positions; and

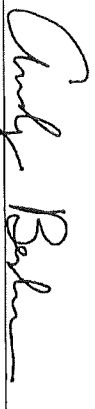
Pursuant to its statutory authority the Personnel Cabinet has determined to adjust the salary schedule for classified and unclassified executive branch state government employees, effective September 16, 2024:

NOW, THEREFORE, I, Andy Beshear, Governor of the Commonwealth of Kentucky, by virtue of authority vested in me pursuant to KRS 64.640(1), do hereby **ORDER** and **DIRECT** that the Personnel Cabinet's adjusted salary schedule for classified and unclassified executive branch state government employees is **APPROVED**.

This Order shall be effective September 16, 2024.



MICHAEL G. ADAMS
Secretary of State


ANDY BESHEAR, Governor
Commonwealth of Kentucky

RECEIVED AND FILED

DATE

8/14/2024

MICHAEL G. ADAMS

SECRETARY OF STATE

COMMONWEALTH OF KENTUCKY

BY

Katherine Ellis

Ratcliff, Taffy L (CHFS DCBS NER Carter)

Subject:

FW: Updated Salary Schedule News

Attachments:

CHFS SalarySchedule _9.16.2024.xlsx; SalarySchedule September 16, 2024.pdf

Importance:

High

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Good afternoon,

The Personnel Cabinet has announced an updated salary schedule effective September 16, 2024. This will impact OHRM's ability to process 9/16 personnel actions. Please don't be alarmed if there is a delay in getting final approval for 9/16 personnel actions, as those can't be submitted to the Personnel Cabinet before 9/18.

The new salary schedule also brings some new salary directives. All Departments within the Cabinet will be moving to this new salary schedule, which means DCBS will also be using the new salary scale for personnel actions processed with a 9/16 effective date and beyond.

How will this be used?

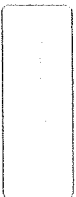
- All appointment and promotion actions effective September 16th and forward will be 95% of the new midpoint (on the 2024 salary schedule). After their 5% probationary increase, they will be at the new midpoint.
- If you have a 9/16 or later appointment or promotion action already in the DocuSign process, OHRM will correct the salaries on those requests.
- Since there is no probationary period for reclassifications, those salaries will be corrected, and individuals will be brought up to the new mid-point.
- For our classifications that currently have SERs, the new directive and changes in the midpoint will result in the action no longer being an "appointment" action, but an "appointment up to midpoint" action.
- With a higher appointment salary, there could be a chance that existing employees could be making less than the new hire. If that is the case, OHRM will review potentially impacted employees to determine if a change in pay is appropriate. Changes in Pay are not automatic! Please do not share with current employees that they are getting increases in those situations, as OHRM will let us know if there will be any impacts when those situations arise. Please continue to run salary comparison reports and attach those to the appropriate personnel actions.
- Remember, not all personnel actions are able to impact other employees.
- Due to the new midpoints and an updated ACE form, all recent ACE actions sent for approval are being declined. You will have to resubmit those using the most current ACE award form, and you will need to use the new midpoint salary.

I've attached the September 16, 2024 salary schedule and an updated CHFS salary schedule (with 95% of midpoint salaries listed) shared by OHRM to help you complete your actions.

Please don't hesitate to reach out if you have any questions.

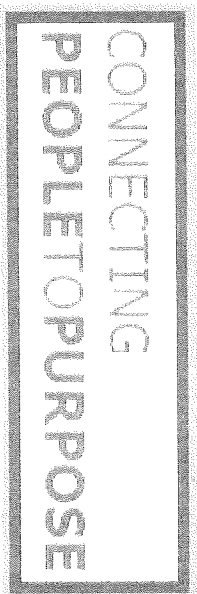
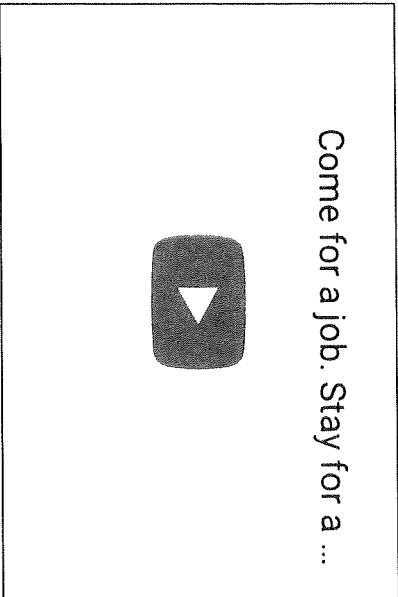
Thanks!

Dr. Marjorie M. Shular
Executive Advisor



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10/15/2024 (8:00 PM EDT)

24-06049

Administrative Specialist Senior

Pay Grade

13

Salary

\$54,486.72 Annually

Employment Type

EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

Click here for more details on state employment.

Hiring Agency

Cabinet for Health & Family Services | Dept for Community Based Services

Location

Location Varies

The agency may authorize the selected candidate to telecommute. The agency may

terminate or modify the telecommuting arrangement at any time.

Description

The Kentucky Department for Community Based Services (DCBS) is a multi-faceted agency that provides services and programs to enhance the self-sufficiency of families; improve safety and permanency for children and vulnerable adults; and engage families and community partners in a collaborative decision-making process.

The Division of Administration and Financial Management with the Cabinet for Health and Family Services is looking for an Administrative Specialist Senior that will work as the department's asset administrator. Duties will include assisting staff in procuring computer equipment, telephone, and other related IT purchases along with the tracking receipts and asset movement/disposal within the department. Work with CHFS Facilities Staff on variances and assist with asset policy development.

For more information on the Department for Community Based Services, please visit our website at: <https://chfs.ky.gov/agencies/dCBS/Pages/default.aspx>

The position you are applying for has access to or use of federal tax information (FTI) or meets the statutory definition of front-line staff. Therefore, pursuant to IRS Publication 1075 and 900 KAR1:009 or KRS 194A.062 and 900 KAR 1:050, applicants for this position in the Cabinet for Health and Family Services (CHFS) shall submit to a fingerprint-based criminal background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.

CHFS participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in U.S. CHFS will only use E-Verify once you have accepted a job offer and completed the Form I-9. For more information on E-Verify, or if you believe that CHFS has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or <https://dhs.gov/e-verify>

Responsibilities and Duties

- Track receipts of purchases made within CHFS/DCBS/Contracts
- Request asset tags
- Enter CHFS Asset tags into PPATS
- Create Procurement Payable Asset Tracking System (PPATS) approvals and updates the Commonwealth's Electronic Management Accounting & Reporting System (eMARS) inventory system.
- Make sure correct Accounting Template (which is funding code) is on PPATS Request
- Review statewide purchase requests for DCBS and ensure expenditures are in line with operational guidelines
- Research issues and assist DCBS staff with PPATS application
- Approve routing for PPATS Request are as follows, Requester, Supervisor, Budget Officer

- Assist DAFM staff in procuring computer, computer equipment, telephones
- Virtual Private Networks (VPN) to work remotely when necessary, access to shared drives on the network, etc.
- Report stolen or loss equipment
- Work daily with Field Staff within the Regionals, answering questions and giving guidance and contact information in different capacities of Divisions
- Work closely with Property Officers in the field
- Work with Procurement and Finance on assessing the need of car seats for all DCBS Regional Offices and the Master Agreement contractor for purchase of car seats
- Special projects as assigned by first or second level supervisors, including but not be limited to operational studies, and historical perspectives
- Other duties assigned

The ideal candidate will have:

- Ability to work independently and as a team.
- Ability to work well under pressure and meet deadlines.
- Good time management and organizational skills.
- Good customer service skills.
- Great computer skills and the ability to learn new systems.

Minimum Requirements **EDUCATION:** Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS: Three years of professional, administrative, or business experience.

Substitute EDUCATION for EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION: Additional administrative, business, research, and/or clerical experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): NONE

Working Conditions Incumbents working in this job title primarily perform duties in an office setting.

Probationary Period This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Stephanie Kidwell at

stephanie.kidwell@ky.gov or 502-564-2252.

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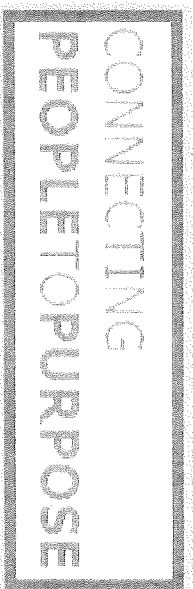
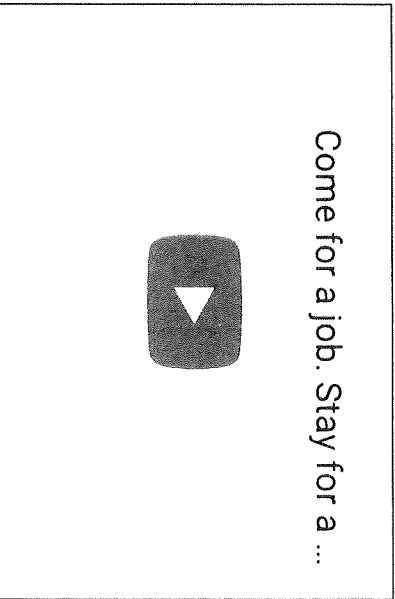
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Advertisement Closes

10/19/2024 (8:00 PM EDT)

24-06259

Social Service Worker I

Pay Grade

14

Salary

\$59,931.84 Annually

Employment Type

EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

[Click here for more details on state employment.](#)

Hiring Agency

Cabinet for Health & Family Services | Dept for Community Based Services

Location

2855 Jackson Street
Suite 1
Paducah, KY 42002 USA

The agency may authorize the selected candidate to telecommute. The agency may terminate or modify the telecommuting arrangement at any time.

Description

The Kentucky Department for Community Based Services (DCBS) is a multi-faceted agency that provides services and programs to enhance the self-sufficiency of families; improve safety and permanency for children and vulnerable adults; and engage families and community partners in a collaborative decision-making process.

DCBS seeks a Social Service Worker I who is driven to succeed in helping people and advance family self-sufficiency. With professionalism and integrity, our agency offers services to individuals and families to ensure safe, stable homes for the children of the Commonwealth. The Social Service Worker I is a skilled team member, providing a vital link between the children, families, adults, and local community partners. The employee is expected to perform at the highest quality to ensure services to vulnerable citizens. This is a demanding position that requires maturity, self-discipline, and the ability to work overtime. Flexible work schedules, shift premiums are available.

For more information on the Department for Community Based Services, please visit our website at: <https://chfs.ky.gov/agencies/dchs/Pages/default.aspx>

Career growth is encouraged through training and mentoring. Benefits include health and life insurance, flexible work schedules, paid sick and vacation leave, and retirement benefits. If you are interested in a challenging, yet rewarding opportunity, we would love to review your application for a Social Service Worker I with DCBS.

Responsibilities may include but are not limited to:

- Investigate allegations of child and adult abuse, neglect, and/or dependency and exploitation.
- Recruit, train, and approve individuals or families as foster and adoptive homes.
- Meet with family members to determine the merits of a report of child and/or adult neglect and/or abuse.
- Meet with other interested parties such as school and medical staff in order to gather additional information.
- Complete detailed assessments based on investigative and ongoing case management work.
- Locate and secure appropriate placements for children when necessary.
- Work with families and adults to create case plans for addressing and correcting issues
- Make referrals to outside community resources to assist the family, adults, and children with meeting identified needs for well-being, safety, and permanency.
- Enter case information into the computer.
- Complete court reports and provides testimony during administrative and judicial hearings.

- Work closely with community partners such as law enforcement, school systems, counselors, and shelters.

The ideal candidate will have:

- Experience working with adults, children, families
- Experience working collaboratively with team members/community partners
- Strong verbal and written communication skills
- Good time management and organizational skills
- The ability to work well under pressure
- A willingness to work as part of a team
- A valid driver's license

The position you are applying for has access to or use of federal tax information (FTI) or meets the statutory definition of front-line staff. Therefore, pursuant to IRS Publication 1075 and 900 KAR 1:009 or KRS 194A.062 and 900 KAR 1:050, applicants for this position in the Cabinet for Health and Family Services (CHFS) shall submit to a fingerprint-based criminal background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.

CHFS also participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in U.S. CHFS will only use E-Verify once you have accepted a job offer and completed the Form I-9. For more information on E-Verify, or if you believe that CHFS has violated its E-Verify responsibilities, please contact Department of Homeland Security (DHS) at 888-897-7781 or <https://www.e-verify.gov/>

Minimum Requirements **EDUCATION:** Graduate of a college or university with a bachelor's degree in social work, sociology, psychology, marriage and family therapy or a related field

EXPERIENCE, TRAINING, OR SKILLS: NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): If employed by the Cabinet for Health and Family Services or the Department of Juvenile Justice, an employee in this job classification must furnish to the appointing authority within one month of employment, documentation that he/she possesses a valid driver's license. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

Working Conditions

Performs job duties in an office/facility or residential program setting and visits clients and/or families at their residence. Provides emergency services on 24-hour basis, including accepting referrals and completing investigations at any hour

without prior warning. As a result of enforced intervention, the worker runs the risk of physical harm.

Probationary Period This job has an initial and promotional probationary period of 9 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Julie Holmes at Julie.Holmes@ky.gov or 270-575-7110.

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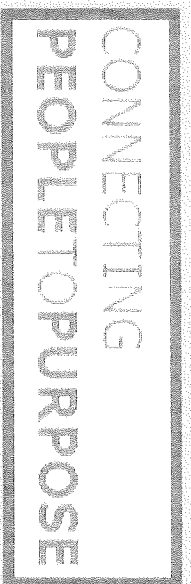
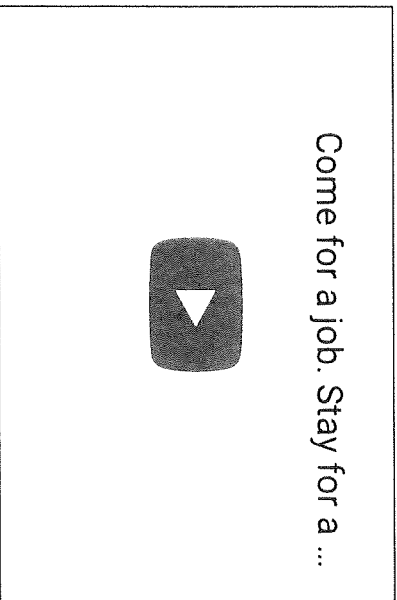
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Advertisement Closes 10/20/2024 (8:00 PM EDT)

24-06274 Public Assistance Program Specialist (Promotional)

Pay Grade 16

Salary \$72,515.76 - \$76,141.68 Annually

Employment Type EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

Click here for more details on state employment.

Hiring Agency Cabinet for Health & Family Services | Dept for Community Based Services

Location Location Varies

Location varies due to position aiding throughout Salt River Trail to include Anderson, Breckinridge, Bullitt, Franklin, Grayson, Hardin, Henry, Larue, Marion, Meade, Nelson, Oldham, Shelby, Spencer, Trimble, Washington, and Woodford.

The agency may authorize the selected candidate to telecommute. The agency may terminate or modify the telecommuting arrangement at any time.

Description

The Kentucky Department for Community Based Services (DCBS) is a multi-faceted agency that provides services and programs to enhance the self-sufficiency of families; improve safety and permanency for children and vulnerable adults; and, engage families and community partners in a collaborative decision-making process.

DCBS seeks a Public Assistance Program Specialist to provide technical assistance in the interpretation of Family Support Policies/Regulations and Program Development. Conduct case reviews and provide assistance to staff in resolving errors and assist in training development. The Public Assistance Program Specialist is expected to perform at the highest level to ensure services to the vulnerable citizens. This is a demanding position that requires maturity and self-discipline.

Career growth is encouraged through training and mentoring. We offer an exciting opportunity to be part of a team of professionals committed to providing services to the children and families of the Commonwealth. Benefits include health and life insurance, paid sick and vacation leave, and retirement benefits.

For more information about the Department of Community Based Services, please visit: <https://chfs.ky.gov/agencies/dCBS/Pages/default.aspx>.

Responsibilities include but are not limited to:

- Provides technical assistance in the interpretation of policies and regulations as they relate to KY Transitional Assistance Program (KTAP), KY Works Program, Food Benefits, Medical Assistance, and other Family Support programs.
- Participates in staff development and best practices initiatives. Participates in development and presentation of workshops and refresher training sessions.
- Conducts intensive case reviews to ensure compliance with policy and regulations governing Family Support programs.
- Provides feedback to supervisors concerning application of policy identification of problem areas and need for corrective action plans.
- Provides assistance to management and staff in development and monitoring of quality control and management evaluation action measures.
- Assists new workers with understanding policy and applying it to case processing.
- Completes forms and gathers required documentation to determine eligibility.
- Performs other duties as assigned.

The ideal candidate will have:

- Experience working with the public
- Strong verbal and written communication skills
- Good time management and organizational skills
- The ability to work well under pressure
- A willingness to work as part of a team

If you are interested in a challenging, yet rewarding opportunity to make a positive difference in your community, we look forward to reviewing your application.

The position you are applying for has access to or use of federal tax information (FTI) or meets the statutory definition of front-line staff. Therefore, pursuant to IRS Publication 1075 and 900 KAR 1:009 or KRS 194A.062 and 900 KAR 1:050, applicants for this position in the Cabinet for Health and Family Services (CHFS) shall submit to a fingerprint-based criminal background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.

CHFS also participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in U.S. CHFS will only use E-Verify once you have accepted a job offer and completed the Form I-9. For more information on E-Verify, or if you believe that CHFS has violated its E-Verify responsibilities, please contact Department of Homeland Security (DHS) at 888-897-7781 or <https://www.e-verify.gov/>

Minimum Requirements **EDUCATION:** Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS: Three years of experience in reviewing, monitoring, determining eligibility for, or administering the Supplemental Nutrition Assistance Program, Kentucky Transitional Assistance Program, Medical Assistance, Child Care Assistance Program, or other public assistance programs.

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: Experience in social work, counseling, providing direct services to individuals and/or families (i.e., employment services, community action agencies), or experience in reviewing, monitoring, determining eligibility for and/or administering the Supplemental Nutrition Assistance Program, Kentucky Transitional Assistance, Medical Assistance Child Care Assistance Program, or other public assistance programs will substitute for the required education on a year-for-year basis

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): NONE

Working Conditions Work is typically performed in an office setting. Occasional travel is necessary.

Probationary Period This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Marian Brooks at
Marian.Brooks@ky.gov or 502-543-0814.
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