



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
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RALEIGH, NC 27699-1331**


**MICHAEL F. EASLEY
GOVERNOR**

**THOMAS H. WRIGHT
STATE PERSONNEL DIRECTOR**

March 10, 2003

MEMORANDUM

TO: Directors, Local Departments of Social Services

FROM: Patrick J. McCoy, PHR 
Local Government Services

RE: Community Employment Case Manager

This memorandum is to inform you that the Office of State Personnel has approved for local use a new classification titled Community Employment Case Manager (Schematic # 35033). This new classification is available for local use effective March 1, 2003. As many of you already know, this new classification is being established as a result of the Work First Study that was started in the NC Department of Health and Human Services and completed by the Office of State Personnel. As part of this study, the classification concept for the Human Resources Placement Specialist has been formally expanded to include work performed in a local department of social services setting. A copy of the new Community Employment Case Manager and the revised Human Resources Placement Specialist classification concepts are attached for your review and use. In addition, the Community Employment Case Manager classification has been assigned salary grade 65 in the Local Government Pay Plan. There is no salary grade change for the Human Resources Placement Specialist.

The classification concept for the new Community Employment Case Manager will be used to recognize positions that have been assigned to Work First programs in local departments of social services that provide both cash assistance and employment services to Work First clients. The role of the position is considered that of a case manager. The case manager will be responsible for establishing and monitoring Mutual Responsibility Agreements with Work First Clients. This is a combined role and is separate from other service delivery methods for work first programs and services. This role became evident through the course of the study and reflects how local departments of social services organized to deliver services based on the needs of the community.

Please review your Economic Independence/Work First programs, and forward updated position descriptions for positions that may match this new classification to your assigned OSP local government consulting team for review. Local departments that do not utilize this combined role do not need to submit position descriptions. For local pay plan reporting purposes, the Community Employment Case Manager and the Human Resources Placement Specialist will be assigned to the same occupational grouping in the Local Government Pay Plan.

I would like to thank all those involved in the actual study and organizations that provided us with expert opinions and comments. On behalf of the Office of State Personnel, we are pleased to be able to support your efforts and those of your staff for providing critical services to your clients and community. If you have any questions or need assistance, please contact your OSP local government consulting team. Thank you for your time and consideration.

pjm

attachments

c: Stephen E. Davis
County Managers
Sherry Bradsher
Glenn Osborne
OSP Local Government Consulting Teams