

Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 01/17/2020

RESOURCE CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting internal agency investigations, and supervising and coordinating the resource program of the department. Responsibilities include supervising the preparation of welfare fraud investigations for prosecution and/or administrative action as necessary. Responsibilities also include assisting in the formulation of resource policies and procedures, and relating the resource program to the overall social service program of the Department. Supervision is exercised over lower level staff. Work is performed under the general supervision of the Commissioner of Social Services, with leeway allowed in carrying out the details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns, reviews and supervises the work of others as directed;
Reviews and interprets bulletins, rules, regulations and court decisions affecting resource activities to staff and community agencies;
Conducts internal agency investigations;
Trains and evaluates new employees;
Works with attorneys, the District Attorney's Office, Legal Aid, community action programs, other County departments, and the public, regarding resource matters;
Approves or disapproves work performed by resource staff workers;
Handles problems of assignment of property and other client resources;
Recommends property repairs and plans for property management;
Makes recoveries of assets held by recipients;
Maintains records, as required by the resource program;
Performs property appraisals, as necessary;
Performs inspections for motels, hotels, homeless shelters and other properties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of insurance, real estate and business procedures; good knowledge of New York State Social Service Law, especially provisions relating to welfare client resources; ability to prepare reports; ability to establish and maintain successful relationships with others; ability to plan and supervise the work of subordinates; accuracy in preparing detailed plans for utilization of real and personal property; good judgement; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice or a closely related field, **AND** five (5) years of investigative experience with a social services agency, two (2) years of which were supervisory; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, **AND** six (6) years of investigative experience with a social services agency two (2) years of which were supervisory.

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SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 02/03/1982

Revised: 08/05/1996; 09/25/1996; 02/12/1997; 08/09/2016; 01/17/2020