

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 01/16/2020
Approved by NYS OTDA: 12/23/1996

HEAD SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves responsibility for planning, coordinating, supervising and managing the performance and activities of a unit or section depending upon the organizational structure of the agency. Duties, though similar to those of Principal Social Welfare Examiner, are broader in scope, and are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under general supervision. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the formulation of policies and procedures which relate to financial eligibility for the various programs administered by the local social services districts;
Interprets Federal, State, and local policies and programs as they relate to financial eligibility;
Plans, coordinates, supervises and manages activities within assigned area of responsibility;
Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
Maintains cooperative relationships with other units and sections of the agency, through administrative channels;
Maintains contact with community groups and other agencies in area of responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of Federal, State, and local social services laws and programs as they affect eligibility for financial assistance; comprehensive knowledge of agencies overall programs, policies, and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as, Worker's Compensation, Social Security and Unemployment Insurance; thorough knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university, **AND** five (5) years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits or a similar program operating under an established criteria for eligibility; two (2) years of which shall have been in a supervisory capacity; **OR**

continued...

MINIMUM QUALIFICATIONS cont'd:

- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** seven (7) years of experience in examining, investigating, or evaluating claims for assistance, veterans, or unemployment benefits or a similar program operating under established criteria for eligibility; two (2) years of which shall have been in a supervisory capacity.

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: 01/28/1982

Revised: 08/27/1991; 09/23/1996; 01/16/2020