

PRINCIPAL SOCIAL WELFARE EXAMINER

Job Code: 3304
Location: Tioga County Department of Social Services
Classification: Competitive
Salary: CSEA – Salary Grade X
Adopted: Revised 10/97; 10/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees (a unit or section depending upon the organizational structure of the agency) involved in performing such duties as determining financial eligibility, categorical classification, continued financial eligibility and income maintenance. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. The work is performed under the general supervision according to prescribed policies and procedures. Supervision is exercised over the work of Senior Social Welfare Examiners and/or Social Welfare Examiners. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the formulation of local policies and procedures which relate to the financial eligibility for the various programs administered by the local social services district;
- Interprets Federal, State and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises and manages the activities within assigned areas of responsibility;
- Reviews work of lower level Social Welfare Examiners, establishes necessary controls for determining performance, analyzing error trends and facilitates appropriate training programs;
- Reviews recommendations made by lower level examiners and approves or disapproves them;
- Approves referral of clients to social service section for assistance;
- 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: Thorough knowledge of Federal, State and local social service laws and programs as they affect eligibility for financial assistance and money payments; thorough knowledge of agency's overall programs, policies, procedures; good knowledge of other laws as they affect eligibility; such as Worker's Compensation, Social Security and Unemployment Insurance; good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; good powers of observation and perception; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience or its part-time equivalent in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility.

NOTE: Study in a regionally accredited or New York State registered college, university or business school may be substituted for three (3) years of experience on a year-for-year basis.

PROMOTIONAL

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Department of Social Services and must have served continuously in the competitive class on a permanent basis for 6 months immediately preceding the date of the written test as Senior Social Welfare Examiner or Quality Control Inspector OR 12 months as a Social Welfare Examiner, Social Services Investigator, Support Investigator or Social Services Employment Specialist.