

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CHIEF SOCIAL WELFARE EXAMINER **GRADE:** 16

TITLE ABBREVIATION: CHF SOC WEL EXAM **TITLE NO.:** 6165

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD

DEPARTMENT: SOCIAL SERVICES **DIVISION:** ECONOMIC INDEPENDENCE

SUPERVISOR'S TITLE: DIRECTOR OF ECONOMIC INDEPENDENCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervisory and administrative duties in the Economic Independence Division of the Department of Social Services. The essential nature of the work is such that incumbents in this class are responsible for the efficient functioning of a large unit within the Economic Independence Division, such as Temporary Assistance or Medical Assistance, and overall responsibility for any satellite offices of these units. Work is performed under the general supervision of the Director of Economic Independence. Supervision is exercised over the work of subordinate social welfare staff, and clerical personnel. This class differs from that of Head Social Welfare Examiner in that the Chief Social Welfare Examiner is held to a higher level of accountability and assumes a greater level of supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation and implementation of local policies and procedures relating to the administration of the various entitlement programs administered by the Economic Independence Division;

Interprets and communicates Federal and State law, code and local policy and programs as they relate to the various entitlement programs administered by the Economic Independence Division;

Plans, coordinates, supervises and manages the day-to-day operation of a large unit within the Economic Independence Division, such as Temporary Assistance or Medical Assistance;

Establishes necessary controls for determining staff performance and makes necessary performance evaluations;

Maintains cooperative relations with other divisions through administrative channels;

Maintains relations with community groups and other agencies to facilitate communications and the delivery of benefits from entitlement programs administered by the Economic Independence Division;

Administers all program changes promulgated by State D.S.S., including analysis of staff training needs resulting from these changes and uniform application of changes;

Reviews difficult cases and may exercise independent judgment as regards reversal of supervisory decisions, if necessary;

May serve as Acting Director, in the absence of the Director of Economic Independence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of federal, state and local social services laws and regulations; comprehensive knowledge of the Department's program offerings, and overall policies and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as, Worker's Compensation, Social Security and Unemployment Insurance; comprehensive knowledge of modern principles of supervision and management; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to express ideas clearly and effectively; ability to prepare reports; initiative; tact; good judgment; leadership; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for determining financial eligibility using the interview process, two (2) years of which must have been in a supervisory capacity.