

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** PRINCIPAL SOCIAL WELFARE EXAMINER **GRADE:** 13

**TITLE ABBREVIATION:** PRIN SOC WEL EXAM **TITLE NO.:** 6524

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

**DEPARTMENT:** SOCIAL SERVICES **DIVISION:** INCOME MAINT.

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves supervisory responsibility for planning, coordinating and supervising the activities of a designated program and/or group of employees within the Economic Independence Division of the Department Of Social Services. The work is carried out in accordance with federal, state, county, and local policies and procedures. This class differs from that of Senior Social Welfare Examiner by virtue of its expanded scope, level of responsibility and supervisory responsibilities. Work is performed under the supervision of a higher level employee with considerable leeway in the performance of day-to-day responsibilities. Supervision is exercised over the work of designated employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Plans, coordinates, supervises, and manages activities within an assigned area of responsibility;
2. Reviews and approves or returns the work of subordinate employees;
3. Establishes necessary criteria for determining unit performance and oversees personnel activities including but not limited to training, performance evaluations, and discipline;
4. Interprets and communicates a variety of Federal and State laws and codes to implement policies, procedures and maintain compliance in the delivery of entitlement benefits;
5. Maintains records and prepares a variety of reports in accordance with Federal, State and local requirements;
6. Maintains cooperative working relationships with other units, divisions, departments, and agencies to facilitate the delivery of entitlement benefits;
7. Interviews clients and acts as an informal mediator in disputes between subordinate employees and applicants/clients;

8. May participate in the formulation of policies and procedures to facilitate the delivery of benefits within the various entitlement programs;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state and local social service laws and programs as they affect eligibility for financial assistance; thorough knowledge of agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility, such as, Worker's Compensation, Social Security and Unemployment Insurance; knowledge of modern principles and practices of social casework; ability to plan and supervise the work of others; ability to communicate and deal effectively with others; good powers of observation, perception and analysis; sensitivity to the reactions of others; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) 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; OR
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.