

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SPECIAL INVESTIGATIONS SUPERVISOR **GRADE:** 13

TITLE ABBREVIATION: SPEC INVT SUPV **TITLE NO.:** 6747

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

DEPARTMENT: SOCIAL SERVICES **DIVISION:** SPECIAL INVESTIGATIONS

SUPERVISOR'S TITLE: HEAD SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves administrative responsibility for supervising and coordinating the work of the Special Investigators in cases of suspected fraud or overpayments in connection with welfare programs providing financial, medical and food assistance through the Department of Social Services. The work is carried out in accordance with federal, state, county, and departmental regulations. This class differs from that of Special Investigator by virtue of its expanded scope, level of responsibility and supervisory responsibilities. Work is performed under the general supervision of a Head Social Welfare Examiner. Direct supervision is exercised over subordinate investigators and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and evaluates the work of the Special Investigators and supporting clerical staff;
2. Receives and assigns fraud referrals to Special Investigators, and maintains log for future reference;
3. Oversees and reviews all cases submitted by Special Investigators, refers problem cases to Coordinator;
4. Represents the Department and testifies as to the facts before Administrative Law Judge(s), Grand Juries, and the Goshen Town Court;
5. Maintains records and produces reports as necessary;
6. Trains new Special Investigations Unit employees in agency policy and procedures, and State of New York Rules and Regulations;
7. Directs mandated Front End Detection System (FEDS) to identify intentionally fraudulent or erroneous information supplied by welfare applicants;
8. Conducts on going training for Temporary Assistance staff to recognize intentionally fraudulent or erroneous information supplied by welfare applicants;

9. Directs mandated Intentional Program Violation (IPV) Program to remove fraudulent welfare claimants and recoup public funds;
10. Prepares and sends documentary evidence to District Attorney in alleged IPV violations to be used for possible prosecution in court;
11. Translates organizational goals into individual job objectives, communicates objectives as duty statements to subordinates, coaches subordinates to meet objectives and evaluates performance of subordinates annually.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of investigative techniques used in determining fraud and abuse; thorough knowledge of federal, state and local Social Service laws and eligibility requirements for all assistance programs; ability to understand and interpret laws concerning fraudulent cases; ability to establish and maintain successful relationships with others; ability to express ideas clearly and effectively; ability to supervise the work of others; ability to deal with people under stress; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours 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 experience involving the making of confidential inquiries and investigations in the area of credit, tax, insurance, criminal investigation or fraud investigation; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as outlined in (A) above.

SPECIAL REQUIREMENT: Possession of a valid driver's license.