

PRINCIPAL SOCIAL WELFARE EXAMINER

GENERAL STATEMENT OF DUTIES: Depending upon the examining workload and the organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district or the validation section; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. 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. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to the validation section.

EXAMPLES OF WORK (Illustrative only):

- Assists in the formulation of policies and procedures, which relate to financial eligibility;
- Interprets federal, state and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
- Reviews recommendations made by lower level examiners and approves or disapproves them;
- Approves referral of clients to social service section for services;
- 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.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures, good knowledge of other laws and programs which may affect eligibility, such as Workers' Compensation, Social Security and Unemployment Insurance; good 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 and to evaluate their performance; ability to prepare reports; initiative; tact; judgment; leadership; emotional maturity and good health.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: One year of permanent competitive status as a senior social welfare examiner; or two years of permanent competitive status as a social welfare examiner.

OPEN-COMPETITIVE: Four years experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one year of which has been in a supervisory capacity.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business college registered by New York State may be substituted for three years of the general experience but not for the supervisory experience on a year for year basis.