HEAD SOCIAL WELFARE EXAMINER

Herkimer County
Competitive Class, amended June 21, 2012

GENERAL STATEMENT OF DUTIES: Depending upon the examining workload and organizational structure of the agency, may supervise a unit responsible for determining financial eligibility for the various programs administered by the local social services districts or head the eligibility or 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 unit or section depending upon the organizational structure of the agency. Duties, though similar to those of principal 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 for the various programs administered by the local social services districts;
-Interprets federal, state and local policies and programs as they relate to financial eligibility;
-Plans, coordinates, supervises and manages activities within assigned area of responsibility;
-Establishes necessary controls for determining staff performance and makes necessary performance valuations;
-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: Comprehensive knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance; comprehensive knowledge of agency's overall programs, policies and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as Workmen's Compensation, Social Security and Unemployment Insurance, thorough 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:

Either (A) Graduation from a recognized college or university after completion of a four-year course for which a Bachelor's Degree is granted AND two years of permanent competitive status as a Principal Social Welfare Examiner;

Or (B) Graduation from a recognized college or university after completion of a four-year course for which a Bachelor's Degree is granted AND three years of permanent competitive status as a Senior Social Welfare Examiner.

OPEN-COMPETITIVE: Graduation from a recognized college or university after completion of a four-year course for which a Bachelor's Degree is granted AND five 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 university or college or one registered by New York State or a New York State registered business college may be substituted for the general experience, but not for the supervisory experience, on a year-for-year basis.