

Department: Social Services  
Classification: Competitive  
Grade: 13

SPEC DISK E2  
DOCUMENT 23

PRINCIPAL SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending upon 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation of local policies and procedures which relate to the financial eligibility for the various programs administered by the local social services district;  
Interprets Federal, State and local policies and programs as they relate to financial eligibility;  
Plans, coordinates, supervises and manages the activities within assigned areas 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.

FULL PERFORMANCE KNOWLEDGE, 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 workmen's compensation, social security, 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

**PROMOTION:** One year of permanent competitive status as a Senior Social Welfare Examiner.

**OPEN COMPETITIVE:** Graduation from high school or possession of an equivalency diploma and six years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or similar program operating under established criteria for eligibility, one year of which must have been in a supervisory capacity.

*NOTE: Study in a regionally accredited or New York State registered college or university or*

*business college*

*registered by New York State may be substituted for three years of general year basis.*

*experience but not for the supervisory experience on a year for*