



Jurisdiction Class: Competitive
Civil Division: County
Adopted by PO: 06/13/2022

PRINCIPAL SOCIAL SERVICES PROGRAM 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 Services Program 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. The work is performed under general supervision according to prescribed policies and procedures. Supervision is exercised over the work of subordinate staff. 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;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local social services laws and programs as they affect eligibility for financial assistance and money payments;
Thorough knowledge of agency's overall programs, policies and procedures;
Good knowledge of other laws and program 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;
Sound judgment;
Leadership;
Emotional maturity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher; AND Three (3) years permanent competitive status in a lower level title; AND Two (2) years of supervisory experience.
- b) Graduation from high school or possession of a high school equivalency diploma; AND six (6) years of experience in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility; AND one (1) year of supervisory experience.

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

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.