

Jurisdictional Class: Competitive  
Adopted: July 19, 1971  
Revised: June 25, 2010

**PRINCIPAL SOCIAL WELFARE EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating, supervising, and managing the performance and activities of entire income maintenance functions of the agency (Food Stamps, Temporary Assistance, Medicaid, and Screening Units). 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. The work is performed under general supervision according to prescribed policies and procedures. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in the formulation of policies and procedures and interprets federal, state, and local policies and programs;

Plans, coordinates, supervises, and manages activities within assigned areas of responsibility;

Evaluates performance of new workers and makes final decision concerning their employment status;

Establishes necessary controls for determining staff performance and makes necessary performance evaluations;

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;

Prepares required statistical reporting mandated by Federal, State, or local policies;

Participates in case conferencing, service plan reviews, and family group conferencing with other district staff and outside agencies to develop a plan to address strengths, barriers, and recommended treatment;

May require incumbent to participate in home visits;

Plans and conducts formal process reviews in order to streamline unit procedures;

Appears at administrative or judicial proceedings when required to interpret decisions on applications;

Provides consultation for various financial eligibility programs within the department;

Positively represents self and agency to community;

Participates on a variety of community boards on behalf of the Commissioner.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance, supportive services, and other resources available;

Good knowledge of other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance;

Ability to analyze facts obtained and use facts in making judgments regarding client services;

Ability to establish and maintain successful relationships with people;

Ability to understand and follow policies, procedures and directions;

Good powers of observation and analysis;

Sound judgment.

Principal Social Welfare Examiner

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- (b) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Human Services, Behavioral Sciences, or related field and four (4) years of human services or social work experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class may require reasonable access to transportation to meet field work requirements in the ordinary course of business.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.