

Jurisdictional Class: Competitive  
Adopted: September 20, 1978  
Revised: May 19, 2010

**HEAD SOCIAL WELFARE EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating, supervising, and managing the performance and activities of the eligibility and income maintenance functions 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. 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 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 control 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;  
Provides consultation for various financial eligibility programs within the department.

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

Comprehensive knowledge of federal, state, and local social service 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;  
Sound judgment;  
Leadership.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience examining, investigating, or evaluating claims for assistance such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility. One (1) year of the above experience must have been in a supervisory capacity.

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