

Human Services Committee
Warren County Department of Social Services

COMMITTEE MEETING AGENDA

December 12, 2022 at 10:00 a.m.

Committee Members: Supervisors Driscoll, Frasier, Seeber, Magowan, McDevitt, Hogan and Bruno.

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. Request:

Notice of Intent to Fill the position of Caseworker #TBD (1 of 2), in the Preventive Unit, Grade 16, Base Salary \$54,061, due to creation (2023 Budget), effective 01/02/23.

Rationale: The position is mandated and reimbursed.

Attachment #1

2. Request:

Notice of Intent to Fill the position of Caseworker #TBD (2 of 2), in the Preventive Unit, Grade 16, Base Salary \$54,061, due to creation (2023 Budget), effective 01/02/23.

Rationale: The position is mandated and reimbursed.

Attachment #2

3. Request:

Notice of Intent to Fill the position of Principal Social Welfare Examiner #TBD, in the Employment Unit, Grade 15, Base Salary \$52,674, due to creation (2023 Budget), effective 01/02/23.

Rationale: The total amount/expense of the agreement with the Career Center was decreased significantly; thereby placing additional responsibilities on the unit. The position is mandated and reimbursed.

Attachment #3

4. Request:

Notice of Intent to Fill the position of Social Services (Fraud) Investigator #TBD, in the Fraud Unit, Grade 11, Base Salary \$48,324, due to promotion (Backfill for Sr. Fraud Investigator new pos), effective 01/02/23.

Rationale: The position is mandated and reimbursed.

Attachment #4

5. Request:

Notice of Intent to Fill the position of Social Welfare Examiner #TBD, Grade 8, Base Salary \$44,729, due to promotion (2nd Backfill for Principal SWE new pos), effective 01/02/23.

Rationale: The position is mandated and reimbursed.

Attachment #5

6. Request:

Notice of Intent to Fill the position of Supervising Support Investigator #2, in the Child Support Unit, due to anticipated retirement in March 2023.

Rationale: The position is mandated and reimbursed.

Attachment #6

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V. Discussion Items: None

V. Discussion Items: None

VI. Referrals/Pending Items: None

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

ATTACHMENTS:

1. Notice of Intent to Fill – Caseworker #TBD (created 2023 Budget)
2. Notice of Intent to Fill – Caseworker #TBD (created 2023 Budget)
3. Notice of Intent to Fill – Principal Social Welfare Examiner #TBD (created 2023 Budget)
4. Notice of Intent to Fill - Social Services (Fraud) Investigator #TBD (Backfill for Sr. Investig)
5. Notice of Intent to Fill – Social Welfare Examiner #TBD (2nd Backfill for Principal SWE)
6. Notice of Intent to Fill – Supervising Support Investigator #2 (retirement)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker # ~~TBD~~ 42 Base Salary of Position: \$54,061 Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (New pos 22023 Budget) Date of Vacancy: 01/01/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PAJ 11/17/22
Human Resources Director has approved this form when initialed. PAJ 11/17/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-17-22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennet F. Dussolby Date 12/12/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker # ~~FDD~~ 41 Base Salary of Position: \$54,061 Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (New pos 2023 Budget) Date of Vacancy: 01/01/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Personnel Officer

Human Resources Director has approved this form when initialed. 11/17/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-17-22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennet P. Dussault Date 12/12/2022

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;

Interviews clients to assess the need for social services;

Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;

Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;

Finds, studies and evaluates family homes for the placement of children and adults;

Recommends foster homes and day care homes for certification;

Determines whether a child's or an adult's needs can best be met in an institution or foster home;

Supervises children/adults placed in foster homes or an institution; Supervises foster parents in certified homes;

Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;

Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding; Coordinates and develops a treatment plan and goal for the reunion of families;

Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;

Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;

Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court; Maintains case records; Prepares letters and reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; Ability to establish and maintain cooperative relationships with others;

Ability to prepare and maintain records and reports; Ability to express ideas clearly, both orally and in writing;

Ability to understand and follow oral and written directions; Good powers of observation and analysis;

Initiative, tact, good judgment, emotional maturity.

MINIMUM QUALIFICATIONS: Bachelor's Degree

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

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Principal Social Welfare Examiner #PBD #A Base Salary of Position: \$52,674 Grade: 15
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (New pos 2023 Budget) _____ Date of Vacancy: 01/01/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Ray 11/1/22

Human Resources Director has approved this form when initialed. 11/17/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11.17.22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett F. Dussell Date 12/12/2022

PRINCIPAL SOCIAL WELFARE EXAMINER

GENERAL STATEMENT OF DUTIES: Depending upon the examining workload and organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district or the 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 group of employees, a unit or section depending on 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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation of policies and procedures which relate to financial eligibility;
Interprets federal, state and local policies and programs as they relate to financial eligibility;
Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
Establishes necessary controls for determining staff performance and makes necessary performance evaluation;
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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance;
Thorough knowledge of the agency's overall programs, policies and procedures, good knowledge of other laws and programs which may affect eligibility such as Workman's Compensation, Social Security and 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, good judgment, leadership, emotional maturity.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of experience in examining, investigating or evaluating claims for assistance, veteran's 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 college or university or one registered by New York State or business college registered by New York State may be substituted for three years of the general experience but not for the supervisory experience on a year for year basis.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.14
Title of Position: Senior Social Services (Fraud) Investigator #100 Base Salary of Position: \$50,300 Grade: 13
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (New pos 2023 Budget) Date of Vacancy: 01/01/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 11/17/22

Human Resources Director has approved this form when initialed. 11/17/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-17-22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennet P. Dussally Date 12/12/2022

SOCIAL SERVICES INVESTIGATOR

GENERAL STATEMENT OF DUTIES: Investigates individuals and vendors in connection with support of welfare recipients, desertion by parents or spouses and welfare fraud; assists the Sheriff's Office and District Attorney's Office with the investigation and preparation of criminal welfare fraud cases; makes determinations of case disposition when criminal prosecution is not appropriate; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payments and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements to develop legally acceptable cases. The work includes attempts to persuade defaulters to make or resume payment and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under the general direction of the Commissioner of Social Services, Deputy Commissioner of Social Services and the Director of Child Support Enforcement/Welfare Fraud.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates complaints charging recipient or vendor fraud in welfare cases;
Reviews records of delinquent accounts to determine necessary action;
Reads public assistance rules and obtains information to determine type of fraud involved and the possible criminal charges;
Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social services laws;
Makes field visits to question recipients' neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;
Secures evidence and affidavits required by the District Attorney for indictment and prosecution of welfare fraud cases;
Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;
Attempts to locate missing respondents;
Answers correspondence and inquiries concerning welfare fraud matters from other government agencies, beneficiaries and respondents;
Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons;
Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;
Working knowledge of federal and state social service and related laws and regulations in regard to all Social Services Eligibility Programs;
Ability to be courteous and yet firm with the public;
Ability to develop materials for legal actions according to prescribed regulations;
Ability to prepare written reports; Ability to analyze facts and use them in making judgments in fraud cases;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

- A) Five (5) years of experience in work relating to an investigation program of which two years must have been in field investigation; or
- B) Graduation from a regionally accredited or New York State registered four-year college or university and one-year experience in field investigation; or
- C) Any equivalent combination of experience and training as described above.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Social Welfare Examiner #TBD Base Salary of Position: \$44,729 Grade: 8
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (2nd Backfill for new Princ SWE pos 2023 Budget) Date of Vacancy: 01/01/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. *PO 12/10/22*

Human Resources Director has approved this form when initialed. *12/10/22*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]* Date 12-07-22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature *Frank E. Thomas* Date 12/12/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature *Bennet F. Dussal* Date 12/12/2022

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance;

May determine initial categorical eligibility;

Assesses client's situation to determine barriers to self-sufficiency;

Evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;

May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;

Recommends emergency grants as needed; Makes re-determinations of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicants about the range of services in the agency;

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;

Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;

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

Ability to understand and follow directions; Good powers of observation and perception;

Initiative, tact, good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

- A) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
Title of Position: Supervising Support Investigator #2 Base Salary of Position: \$52,674 Grade: 15
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 7978/Mosher Date of Vacancy: 03/15/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PA 12/6/22
Human Resources Director has approved this form when initialed. PA 12/6/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 12-7-2022

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 12/12/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennet F. Dunsally Date 12/12/2022

SUPERVISING SUPPORT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises and coordinates the work of the support investigation staff of a child support unit. This is an administrative position involving responsibility for supervising the support investigation functions of a local social service district. Direct Supervision is usually exercised over Senior Support Investigators rather than Support investigators. The work is performed under the general direction of a higher-level supervisor with wide leeway allowed for developing and implementing investigative procedures for the agency; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes procedures for the intake and assignment of cases in the child support unit;
Establishes and implements procedures for conducting support investigation in a local district;
Reviews investigation files and forms prior to submitting forms to State Parent Locator Service;
Establishes and maintains an effective working relationship with the Family Court Probation Department, County Attorney and other law enforcement officials;
Oversees and participates in the training of staff in support investigation procedures and techniques;
May act as the representative of the local district in court proceedings involving child support;
Assists in establishing and implementing procedures for receiving and transmitting pertinent case information between the support investigation unit and other units in the agency.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of investigative techniques used in determining the location and financial status of individuals;
Good knowledge of Federal and State Social Service laws, rules and regulations as they apply to child support enforcement;
Ability to plan, direct and accept responsibility for the work of others;
Ability to prepare clear and accurate records and reports;
Ability to establish effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of a high school equivalency diploma and five (5) years of interviewing or investigating experience involving public contact, one of which must have been in a supervisory capacity; or
- B) Associates degree in criminal justice and three (3) years interviewing or investigating experience involving public contact, one year of which must have been in a supervisory capacity; or
- C) An equivalent combination of training and experience as defined by the limits of A and B above.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.