

3.039

CHIEF OF PUBLIC WELFARE INVESTIGATION

NATURE OF WORK IN THIS CLASS

Administers the investigation and enforcement programs and activities of the Division of Public Welfare, Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, organizes, and administers the unit's functions and activities involving the prevention, detection, investigation and reporting of administrative and prosecution actions to those violations committed in the public assistance programs; develops and initiates projects or procedural rules within the functional scope of the unit aimed at program effectiveness.

Confers with Bureau Administrator on matters of mutual concern which would improve unit's program and operations; requests and/or submits suggestions for program review or needed changes in procedural manuals and policies governing unit's functions; requests other studies and assessments to improve operational effectiveness or implements new projects.

Implements projects assigned, monitors progress and prepares assessment and evaluation reports.

Prepares correspondence, statistical, fiscal information and other working figures and documents reflecting unit's operational budget submission.

Directs investigative work activities in a variety of investigations ranging from routine to highly sensitive and complex cases to determine program violation, abuse and amounts of lost benefits.

Establishes work schedules and work priorities; reviews work progress and completed investigations and refers investigation findings to the Administrative Disqualification Hearing Officer for administrative disqualification hearing or Prosecutor's Office for prosecution.

Coordinates with Administrative Disqualification Hearing Officer and Prosecutor's Office on cases referred for hearing and prosecution, including follow-up for implementation of program disqualification decision; testifies in court when called on cases referred; presents cases before administrative disqualification hearing officer.

Assists, coordinates, cooperates and maintains liaison with other law enforcement agencies and with federal authorities conducting investigation on program abuses.

Insures proper enforcement for the satisfaction and settlement of claims established against household and court orders.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of modern public administration, governmental functions and organizations.

Knowledge of federal and local laws and regulations including policies and procedures regarding federal aid programs.

Ability to administer the program and activities of Public Welfare investigations.

Ability to evaluate operational effectiveness and implement changes in the program functions to improve effectiveness.

Ability to make decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems.

Ability to exercise sound judgement and make recommendation and proper disposition of cases, to collect data through interview, research observation and examination of records.

Ability to learn the functions of local and federal agencies as they relate to the conduct of investigation.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare comprehensive reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Two years of experience as a Public Welfare Investigation Supervisor or equivalent work and graduation from a recognized college or university with a Master's degree in social or police sciences, business or public administration or closely related field; or
- B. Three years of experience as a Public Welfare Investigation Supervisor or equivalent work and graduation from a recognized college or university with a Bachelor's degree in social or police science, business or public administration or closely related field; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JUNE 1990
 AMENDED: MAY 1995

PAY GRADE: N

HAY EVALUATION:

KNOW HOW:	E12	230
PROBLEM SOLVING:	E3 (33%)	76
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>87</u>
TOTAL POINTS:		393



 ELOY P. HARA
 Executive Director
 Civil Service Commission