

CHIEF SOCIAL SERVICES INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages the Special Investigations Unit of the County's Department of Social Services. The work is performed under the general supervision of the Commissioner of Social Services or by a designated agency Director. The employee is allowed wide leeway for the exercise of independent judgment in work details. Supervision is exercised over all lower level unit employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops long term and immediate unit plans and goals;

Establishes unit policies and procedures within general limits defined by the department;

Interprets laws, rules and regulations;

Disseminates investigation information to other areas and divisions within the department;

Prepares reports on unit activities for review by the Director and the Commissioner;

Conducts regular staff meetings to explain plans, policies and procedures as well as hear staff concerns;

Reviews staff performance and recommends personnel action based thereon;

Interviews prospective unit employees and makes hiring recommendations to the Director and the Commissioner;

May be called upon to conduct public relations speeches to the general public or organizations;

Assists in the preparation of the unit's proposed annual budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of laws, rules, regulations and agency policies pertaining to the assistance programs; thorough knowledge of modern investigation techniques; ability to make sound decisions based on reviewing all the facts of complex cases; ability to supervise the work of others; ability to read, understand, interpret and apply complex written material such as laws, rules, regulations and contracts; ability to prepare written reports; ability to deal effectively with other departmental managers and supervisors; ability to establish and maintain effective working relationships with all law enforcement agencies.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

Chief Social Services Investigator

Page 2

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level Degree in Criminal Justice, Human Services, Public Administration or a related field and three (3) years of full-time paid, or its part-time equivalent work experience in field investigation* and two (2) years of full-time paid, or its part-time equivalent work experience in a supervisory position; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level Degree in Criminal Justice, Human Services, Public Administration or a related field and five (5) years of full-time paid, or its part-time equivalent work experience in field investigation* and three (3) years of full-time paid, or its part-time equivalent work experience in a supervisory position; OR
- C. Seven (7) years of full-time paid, or its part-time equivalent work experience in field investigation* and four (4) years of full-time paid, or its part-time equivalent work experience in a supervisory position; OR
- D. An equivalent combination of experience and training as stated in A, B and C above.

*For purposes of qualifying for appointment as a Social Services Investigator, field investigative experience is defined as investigative experience including experience with a law enforcement agency, credit bureau, bank, insurance company, internal revenue service, social security office or retail audit office in which the candidate was involved in conducting investigations beyond the primary source (i.e.: client). Experience with a law enforcement agency is interpreted to include experience with military police, sheriff's department, state or local police, FBI. or private investigative experience with a detective or security agency.

Special Requirement: Possession of an appropriate New York State Motor Vehicle Operator's license at the time of appointment.

ULSTER COUNTY
1230 CH SS INV
Classification: Competitive
Grade: 16A
Union: CSEA

Adopted: December 31, 1987
Revised: May 29, 2001
Revised: July 31, 2014
Revised: March 23, 2015
Grde Reall: 15-16, Sept 21, 2015