

COORDINATOR OF SPECIAL INVESTIGATIONS AND RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This position involves working with the Director of Fraud Investigations and the in the responsibility for administrative oversight and supervision of the Special Investigations and Resource Unit in the County Family Services Department. Work is performed under general direction of the Director of Fraud Investigations with leeway for independently performing the duties of the position. Supervision is exercised over all subordinate staff performing investigative and administrative duties in the Special Investigations and Resource Unit.

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.*

Assists in the planning, organizing, directing and coordinating the performance and activities of the Special Investigations and Resource Unit;

Assists in the establishment of policies and procedures relating to resource, collections and investigation activities;

Assists in the development of long term and immediate plans and goals for the unit;

Interprets laws, rules, and regulations relating to Social Services Regulations;

Coordinates and supervises indigent burial procedures, authorizations and payments;

Coordinates and supervises Food Stamp Intentional Program Violation approvals with the District Attorney's Office as per Memorandum of Understanding and arrest case preparation;

Coordinates and supervises arrest cases, working closely with law enforcement authorities;

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Disseminates collection and investigation information to other areas and units within the department;

Supervises, reviews and coordinates all overpayment activities;

Formulates procedures for obtaining, reviewing, and utilizing all State match information;

Reviews completed investigations;

Coordinated the work of the unit with other departments or agencies in the County;

Prepares reports on unit activities;

Provides supervision, guidance and assistance to subordinate employees;

Assists the Director of Fraud Investigations in conducting staff meetings to explain plans, policies, procedures, objectives and new requirements;

Reviews clerical and examiners performance, maintains attendance records, and with the Director of Fraud Investigations, approves leave time requests;

May participate in interviews of prospective unit employees and make recommendations;

May conduct public relation activities on behalf of the unit;

May represent the Director of Fraud Investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of provisions of the New York State Social Services Law and their application to all benefit programs; comprehensive knowledge of resources and investigation results as applied to benefit programs in determination of eligibility; ability to plan and supervise the work of others; ability to formulate policies and devise procedures for special investigations; ability to work effectively with others; initiative and

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resourcefulness; industriousness; and dependability.

MINIMUM QUALIFICATION:

- (A). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to a grant Bachelor's degree, or higher in Public Administration, Business Administration, Criminal Justice or a related field and two years of experience involving performing investigative activities or in administering social service programs; or
- (B). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Associate's degrees in Public Administration, Business Administration, Criminal Justice and four years of experience as described in (A) above; or
- (C). Graduation from high school or possession of a high school equivalency diploma and six years of experience as described in (A) above.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 07/24/03

Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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