

## **Director of Operations - Promotional Tompkins County**

**Department:** Department of Social Services

**Classification:** Competitive

**Labor Grade:** 16

**Approved:** Reclass 06/29/15

**Revised:** 12/23

**By:** HB, Deputy Commissioner of Human Resources

### **PROMOTIONAL QUALIFICATIONS:**

This departmental promotion examination is limited to current employees of the Tompkins County Department of Social Services. Applicants must currently hold competitive class status in the primary title **AND** have held status in the secondary title in accordance with the following criteria:

- (a) One year as a Principal Social Welfare Examiner **AND** one year as a Senior Financial Investigator; **OR**
- (b) Two years as a Senior Social Welfare Examiner or Senior Welfare Investigator **AND** two years as a Senior Financial Investigator; **OR**
- (c) Four years as a Social Welfare Examiner or Welfare Investigator **AND** three years as a Financial Investigator.

### **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a senior position responsible for oversight of five separate and distinct areas within the Department of Social Services: anti-fraud programs, building security, building management, employee safety and health, and emergency preparedness planning. In relation to the anti-fraud responsibilities, the appointee will both supervise a unit and personally perform specialized investigatory work, employing appropriate methods and procedures to prevent, or failing that, to detect and prosecute fraud by applicants, recipients, providers, and/or staff involved in the administration of the Public Assistance, Supplemental Nutrition Assistance, Medicaid, and Day Care programs. This role entails extensive internal and external interaction with departmental colleagues ranging from line staff to Senior Staff, County residents from all walks of life, law enforcement officials, representatives of the District Attorney's office, and the Court system. In addition to considerable interactive interpersonal skills, this position requires clarity of written expression and attention to detail when with respect to documenting and summarizing evidence. The appointee will operate under a high level of autonomy within all areas of responsibility. All of the above work will be performed under the general direction of the Commissioner and Deputy Commissioner of Social Services, with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. The incumbent may direct the activities of Social Services staff in the event of an actual departmental emergency. Supervision will be exercised over the work of individuals in the Fraud unit, Security Officers, and clerical support staff. The individual serving in this title will attend weekly Senior Staff meetings, will participate in departmental-level planning activities, and assist in establishing policy and procedures. The position will require frequent interaction with management staff of other County Departments and external agencies. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** The Activities below are illustrative and not meant to be all-encompassing. Primary activities will be in the areas of fraud investigation, security, and building management.

- Reviews and accepts or rejects referrals for fraud investigation; assigns accepted referrals to investigative staff; conducts fraud investigations; reviews active cases under investigation; reviews and approves all completed, actionable investigations.
- Supervises Security Staff including work assignments, scheduling, parking enforcement and fire drills;
- Coordinates, schedules and oversees functions of contracted security staff
- Establishes, communicates and implements security policies and procedures in conjunction with department leadership and county Employee Health and Safety Coordinator to maintain a safe and orderly environment for staff and visitors to the Human Services Building;
- Works cooperatively with all stakeholders – including security officers; neighbors; vendors, applicants, clients, and other visitors; law enforcement and other emergency responders; staff and leadership of other County Departments; and other Senior staff within Social Services.
- Acts as liaison between the Departments which reside in the building and the County Facilities Department, serving as the single point of contact for all requests for maintenance, repair, and cleaning services concerning the Human Services building and its grounds.
- Serves as the primary point-of-contact between staff, visitors, and public users of the building and the Facilities Department and its contractors on building use issues.
- Serves as the liaison to the County’s Employee Health and Safety Coordinator and Risk Manager on issues such as air quality testing, ergonomics, occupational safety, health and other building safety issues.
- Works closely with the Commissioner, Deputy Commissioner and Senior Staff as well as the County-wide Employee Health and Safety Coordinator to establish policies and procedures concerning workplace safety.
- Works with Facilities administrators to coordinate work by its staff and contractors so as to maximize responsiveness while minimizing disruption to workers with offices in the Human Services Building;
- Plans and delivers trainings on topics including but not limited to: fraud, workplace violence, indoor air quality, emergency building evacuations, incident reporting and follow up
- Assists the Commissioner and Deputy Commissioner of Social Services in developing, maintaining, and implementing departmental “Emergency Preparedness” and “Continuity of Operations” Plans.
- Oversees maintenance of records of all incidents concerning the Security unit, all Facilities service requests, and training concerning workplace safety and emergency preparedness.
- Coordinates with Division level staff to ensure follow up and communication regarding incidents and threats.
- Interviews welfare recipients, applicants, their relatives, friends and others to obtain information and gather evidence concerning possible violation of welfare laws and regulations.
- Contacts banks, insurance companies, and other financial organizations to determine available assets and funds of applicants and recipients in cases where alleged fraud is suspect.
- Makes field visits to obtain evidence or information and verifies information by checking with Local, State and Federal law enforcement authorities; and other governmental agencies.
- Secures evidence in the form of statements, documents, records and exhibits.
- Refers completed cases showing evidence of fraud to the District Attorney’s Office for prosecution, or refers to program staff for administrative action; refers criminal violations outside the jurisdiction of welfare fraud to appropriate law enforcement agencies for follow up.
- Appears in court as a representative of the Department.
- Ensures compliance with NYS OTDA welfare fraud regulatory and reporting requirements.
- Provides security as needed for personnel within the Human Services Building, which service may include: dealing with agitated clients, escorting unruly clients from the building, requesting assistance from law enforcement.
- Serves as liaison to the local police force and neighbors.
- Facilitates employee access to Material Safety Data Sheets maintained by Facilities and its contractors, and serves as the primary contact whenever questions about exposure to various workplace substances arise.
- Secures appropriate training resources and conducts training sessions based on specific safety concerns.
- Informs department administration of operating procedures not in compliance with State or Federal safety guidelines and makes recommendations to improve or correct deficiencies.
- Identifies potentially unsafe working conditions.
- Coordinates satisfaction of reporting requirements when incidents and accidents occur, or when conditions warrant, ensuring compliance with all rules and regulations.
- Recommends purchase of appropriate safety equipment.
- Develops, presents, trains on, maintains and, in the event it becomes necessary, coordinates the implementation of the department’s Continuity of Operations Plan.
- Conducts educational programs, training sessions and serves as a resource to departmental staff regarding emergency preparedness and continuity of operations.

- Represent the Department of Social Services in the County's Emergency Response Planning Group.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of Federal, State and Local laws and regulations necessary to determine the existence of over-grants and/or fraudulent practices;
- Thorough knowledge of modern principles, practices and procedures of investigative work;
- Good general knowledge of law enforcement and security methods such as patrolling, investigating and observing;
- Working knowledge of general business software (e-mail, word processing, spreadsheet, web browser) ;
- Ability to carry out general and special assignments requiring an organization of materials and development of procedures without direct supervision;
- This role will require extremely strong supervisory, communication, and facilitation skills;
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;
- Ability to express oneself clearly, accurately and concisely, both orally and in writing;
- Ability to conduct effective field investigations, and analyze, interpret, and uphold laws relating to welfare fraud, impartially and with fact;
- Ability to deal firmly and courteously with the public including hostile and agitated persons and to intervene in potentially dangerous situations;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Courtesy, tact, and good judgment, are all required personal characteristics;
- Working knowledge, training and understanding of implicit bias, cultural awareness and race equity as applied in areas of building security administration, fraud investigation, review of incidents and supervisory responsibilities.
- Possession of a "whole systems" perspective is also required.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 04/27/2015

D106.doc