

CLASS TITLE: ASSISTANT ADMINISTRATOR-ASSISTANCE PAYMENTS

Class Code: 02596700
Pay Grade: 35A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for planning developing, directing, coordinating and administering the statewide child support and/or assistance payments programs such as establishing paternity, locating absent parents, interstate case processing, or assistance payment programs including eligibility determination and processing of payments; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance to prescribed department standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of a staff engaged in carrying out the administration and objectives of the statewide child support and/or assistance payment programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for planning, developing, directing, coordinating and administering all phases of the statewide child support program such as establishing paternity and securing support for children from any person that is legally liable for such support, locating absent parents, cooperating with other states in establishing paternity and locating absent parents, distribution of child support collections, or for assistance payment programs such as eligibility determination for various assistance payment programs (AFDC, GPA, MA, Food Stamps) carried out through regional offices throughout the state.

To assist in formulating the policy and procedures relating to the statewide child support and/or assistance payments.

To assist in analyzing the impact of new federal and state legislation in the child support program and or assistance payments.

To coordinate the following programs: child support; assistance payments; child welfare; medical assistance agencies; state courts; and law enforcement departments.

To prepare such regular and special reports as may be necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal laws, rules, and regulations and the ability to apply such knowledge in the planning and administration of the statewide child support program and/or assistance payments including the management of staff in the activities of establishing paternity and securing child support for welfare and non-welfare clients, the direction of child support staff in the business of enforcing past-due child support obligations through relevant legal processes and the handling of child support staff in the job of collecting and distributing all child support payments; a thorough knowledge of AFDC, GPA, food stamps, and GPA applicable laws and regulations which apply to these programs; a thorough knowledge of federal and state laws relating to child support; a working knowledge of management techniques; the ability to recruit and train staff members ; the ability to establish and maintain effective working relationships with the community, private and public agencies and other interested parties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited institution of higher education in the field of Public Administration, Business Administration, Social Work, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position in the field of child support or assistance payments.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03