

CLASS TITLE:

**ASSOCIATE DIRECTOR,
REVENUE SERVICES
(CHILD SUPPORT)**

Class Code: 02598700

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, directing, coordinating and administering a statewide child support enforcement program and all program services for locating non-custodial parents, establishing the paternity of children obtaining financial and medical child support obligation, for children, enforcing child support obligations, and collecting and distributing all child support receipts on behalf of dependent children, for in-state and interstate child support applicants for child support services and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for results attained and conformance to prescribed federal and state laws, regulations and standards.

SUPERVISION EXERCISED: Plans, directs, and evaluates the effectiveness of the statewide child support program and confers with and advises administrators and senior managers in carrying out the program mission and achieving the program's goals and objectives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administrative planning, direction and evaluation of the statewide child support enforcement program relating to provided services of location of non-custodial parents, establishing the paternity of dependent children, establishing and enforcing financial and medical support obligations, and the collection and distribution of support for in-state and interstate cases.

To assist in the formulation of policy and procedures relating to the statewide child support enforcement program.

To assist in the drafting of required legislation and appropriate amendments to state laws that will benefit the program, dependent children, and assure state compliance with federal laws and regulations.

To coordinate and interface the revenue goal activity of the child support enforcement program with other state department and divisional goals for general revenue maximization, and to assist the department director in the allocation of divisional resources necessary to achieve such goals.

To assist in the exploration, evaluation, modification and design of new technologies for the statewide child support program and their coordinating, planning and implementation.

To be responsible for the development and preparation of the program's annual budget and fiscal plan, including both state and federal resources.

To maintain an effective public relations program which will provide and understanding of the department's policy and functions and objectives of the child support enforcement program to all professional, business, community and legislative groups.

To assist the Director in the negotiation of labor contracts with the several bargaining units and to prepare and represent the department's position in disciplinary hearings and labor disputes and grievances;

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles, practices and techniques of managing in the public sector with specialized knowledge of the

intrastate and interstate laws, regulations, policy and procedures of the child support enforcement program and other public assistance programs administered by the State; a substantial knowledge of the principles of project management as it relates to the preparation of advanced planning documents, general and detail system designs, deliverable testing and acceptance and implementation ; a substantial knowledge of the RI Family Court as related to child support activities; a general knowledge of the principles and practices of accounting, finance, and computer technology for the implementation of new or modified solutions and systems as related to case management and revenue generating activity; the ability to work effectively with federal and state officials, superiors, associates, subordinates, banks, courts, and various professional, business, community groups and individuals; a thorough knowledge of the principles and practices of management, administration and supervision within a large government agency or division; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a master's degree in management, public administration, business administration, social work, or law degree from a recognized institution of higher learning; and

Experience: Such as may have been gained through: considerable employment in an administrative and/or responsible supervisory position in the public or private sector.

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

Class Revised: November 19, 2000

Editorial Review: 3/15/03