

INCOME MAINTENANCE PROGRAM ANALYST

KIND OF WORK

Entry-level professional work providing administrative support and implementation of income maintenance programs in public welfare.

NATURE AND PURPOSE

An employee in this class is responsible for the research, analysis, fiscal review and other administrative services supporting development and installation of income maintenance programs. Responsibility may extend to delivery, ongoing maintenance and modification of client programs or administrative functions offered. Within this generally singular assignment, the employee may work with county welfare staff, providers and recipients.

Incumbents may work as part of a team with technical direction from a higher level professional, but supervision is always received from a supervisor of the Income Maintenance Bureau of the Department of Public Welfare.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and implements systems to collect data available from county welfare agencies.

Analyzes benefits activities and prepares aggregate statistical reports.

Receives, investigates, and formulates responses to routine questions from county, department, legislative staff and/or citizens.

Assists in the investigation of medical providers and recipients in cases of suspected fraud or misuse.

Isolates and evaluates special problem areas in administration of public assistance programs.

Researches and enrolls health care providers for participation in reimbursement programs; integrates standards of professional treatment boards.

Assists in coordinating income maintenance programs with other human services systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of statute, rule, and policy governing income maintenance programs.

Working knowledge of principles and practices of welfare program delivery systems.

Principles and techniques of program planning, development and evaluation.

Principles of data collection, analysis and presentation.

Ability to:

Apply specific program requirements to questions of general administration and to specific concerns.

Establish and maintain working relationships with federal, state and county offices.

Analyze technical problems and prepare comprehensive reports.

Communicate verbally and in writing.

Work effectively with recipients, providers and facility managers.

Est.: 9/82

Rev.:

Ckd.: 11/92

T.C.:

Former Title(s):