



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4004

ELIGIBILITY WORKER SUPERVISOR
GRADE J

SCOPE OF WORK:

Individuals in these positions will be responsible for the supervision of Eligibility Workers within an economic assistance unit. Supervisory, administrative, or managerial duties will normally require the majority of the supervisor's time. These supervisors may also maintain a caseload proportionate to the number of Eligibility Workers supervised. If maintained, this caseload will be sufficient to retain proficiency in those skills necessary within their field.

DUTIES PERFORMED:

- Interpret and clarify program policies.
- Assist in the establishment of long-range goals and objectives.
- Perform and review case audits.
- Consult with state/regional staff regarding program concerns.
- Function as the contact person for the state office.
- Assist staff with problems concerning clients, programs or policies, and the computer system.
- Participate in the recruitment, hiring, and termination of staff.
- Conduct evaluations during the initial employment period; make retention or termination recommendations based on those evaluations.
- Complete annual employee performance evaluations; identify performance concerns; recommend personnel actions when necessary.
- Provide initial and continuation training of staff.
- Make recommendations regarding staffing levels.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires five years as an Eligibility Worker I or three years as an Eligibility Worker II.

Eff. Date: 10/95

Rev: 7/12 – Conversion to Hay System