

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-12

Date: June 28, 1999

Division: Division of  
Temporary Assistance

TO: Local District Commissioners

SUBJECT: Survey of Social Welfare Examiner Job Tasks

ATTACHMENTS: County Survey Related to TA Functions  
(Not available on-line)

This is to request your agency's assistance in the design and development of future welfare reform-related training strategies for new and experienced local district Temporary Assistance staff. We request this through the completion of the enclosed workforce job task analysis survey.

As you know, the Office of Temporary and Disability Assistance (OTDA) strives to provide local districts with a broad spectrum of supports to successfully implement welfare reform. A key element of this strategy is to provide the social services workforce with high quality training in critical competencies required to perform effectively in the new environment. During the past year, with your input, and in conjunction with our educational partners, a comprehensive series of new welfare reform-related training programs was designed and made available statewide. Training includes a welfare reform culture change training course for eligibility staff, and new core residential Institutes for Domestic Violence Liaisons and Welfare Fraud Investigators. This year we plan to build on this strong foundation with the development of additional welfare reform-related training for experienced workers, and a comprehensive assessment and redesign of the Institute for Temporary Assistance Programs (ITAP) for new Social Welfare Examiners.

To assist us in this effort, we ask that you or your staff thoughtfully complete the attached job task analysis/TA organizational structure survey. The instrument was designed by the recently convened Temporary Assistance Training Advisory Committee. This committee is comprised of representatives from eight local social services districts, our state sister agencies, including DOL and OCFS, and one university partner. The survey was designed to ascertain the degree to which the job duties of the Social Welfare Examiners have changed as a result of welfare reforms, and to gain an understanding of agency activities to restructure their Temporary Assistance operations.

This information will be used by the Advisory Committee to develop new training responses to meet the needs of your workforce and to redesign the ITAP. Activities will include the development of new courses and content, re-sequencing the current offering, and the development of new course tracks related to addressing emerging required skill sets.

We recommend that you include your TA/PA staff and your Staff Development Coordinator in the completion of your Agency's instrument. To facilitate this important initiative, we ask that you complete and return your agency's survey by Friday, July 9, 1999.

If you have any questions regarding the completion of the survey or the Advisory Committee's plans and activities, please contact Michael Prevost of the Bureau of Training and Workforce Development at (518) 474-8518, or Patricia Monks of the Division of Temporary Assistance at (518) 473-9675.

Thank you for thoughtful consideration of this important request. Your agency's participation in this effort is critical to assuring that our future State-sponsored training and educational support is responsive to your needs, and those of a changing welfare delivery system.

\_\_\_\_\_s/BJW - 6/22/99\_\_\_\_\_  
Brian J. Wing  
Commissioner

Enclosure

cc: PA Director  
Staff Development Coordinators