

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Income Maintenance Worker Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
03089	Income Maintenance Worker 2
03092	Income Maintenance Worker 3
03093	Income Maintenance Worker 4
03094	Income Maintenance Worker 5
03095	Income Maintenance Worker 6

Series Concept

This series includes positions whose principle duties are working with categorical assistance programs for public assistance.

Exclusions

The following are excluded from classification within this series:

1. Positions requiring the application of social work knowledge, which should be classified in the Social Worker Series.
2. Positions performing primarily clerical work requiring a limited knowledge of categorical assistance programs, which should be classified in the Clerical Series.
3. Positions having full supervisory responsibility requiring knowledge of categorical assistance programs, which should be classified in the Income Maintenance Supervisor Series.
4. Positions having primary responsibility for the investigation and development of evidence of alleged violations of state or federal laws, rules, and regulations relating to public assistance programs, which should be classified in the Investigator Series.

Class Distinctions

Income Maintenance Worker 2

This is considered the entry and journey level for this series. Positions at this level are responsible for determining initial and continuing eligibility and computing the amount of the grant for various public assistance programs.

Income Maintenance Worker 3

Positions at this level review the accuracy with which public assistance eligibility and grant amounts were determined. Employees will conduct studies to determine where serious errors or breakdowns are occurring in public assistance programs and make recommendations for change.

Income Maintenance Worker 4

Positions at this level perform consultation and specialist duties at the central office or in regional offices. The positions require an in-depth knowledge of policies dealing with public assistance programs

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in order to advise others in such areas as fiscal controls, service delivery and program evaluation to assure that methods, policies and procedures are followed and any questions and concerns about the program are resolved. The employee is primarily responsible for the *execution* of existing policies, methods, and procedures.

Income Maintenance Worker 5

Positions at this level perform consultation and specialist duties at the central office. The positions require an in-depth knowledge of policies dealing with public assistance programs in order to advise others in such areas as fiscal controls, service delivery and program evaluation to assure that methods, policies and procedures are followed. Any questions and concerns about the program are resolved. The employees are responsible for the *execution* and *assisting* in the development of existing policies, methods, and procedures. This level also includes positions that are responsible for developing and presenting technical income maintenance training to Income Maintenance Workers.

Income Maintenance Worker 6

Positions at this level perform consultation and specialist specialist duties at the central office. These positions are considered the top technical expert in specialized categorical assistance programs. Employees are responsible for the *origination* and *development* of policies, methods, and procedures.

Effective date: 05/10 DDF