

## UNEMPLOYMENT INSURANCE SUPERVISOR 2

### KIND OF WORK

Professional supervisory unemployment insurance program work.

### NATURE AND PURPOSE

An employee in this class is responsible for the supervision of a specialized operation in the administration of unemployment insurance activities either in a local or central office. The local office activities consist of the processing and the determination of rights for benefits in unemployment insurance. Central office functions may include determinations involving claims for benefits, or activities relating to tax accounting and employer liability, or benefit overpayments and fraud control. Work is supervised by higher ranking Unemployment Insurance authority and is subject to established practices and procedures. The employee in this class has considerable independence in carrying out assignments.

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

Supervises a unit engaged in unemployment insurance functions to maintain consistent and valid determinations and to ensure the timely progression of work throughout the unit.

Assists in supervision and coordinating the operations of the Benefits, Tax Accounting or Investigation Section, performing projects as assigned so that the level of public services provided is maximized

Plans, evaluates and participates in unemployment insurance staff training sessions to assist in the determination and fulfillment of staff training needs.

Assists in the analysis, evaluation, and may recommend changes in local or central office operations by reviewing monthly activity reports, monitoring the process of local office claim records or central office production and maintaining necessary records to improve operational efficiency.

Assists higher unemployment insurance authorities, performing related work as assigned to ensure continued and proper administration of the unemployment insurance benefits program.

Interviews and selects candidates for first line supervisory positions.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of state and federal unemployment insurance laws and policies relating to the provision of unemployment insurance services.

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Considerable knowledge of departmental operating practices and procedures.

Considerable knowledge of occupations and employment practices.

Ability to:

Conduct effective interviews with prospective employees and/or claimants.

Plan, evaluate, and supervise the work of other employees.

Develop and maintain efficient operational systems and methods.

Analyze, produce, and review reports on unemployment insurance activities.

Develop and maintain effective working relationships with staff, other employees, claimants, and public and private officials and/or representatives.

Est.: 6/47

Rev.: 7/67, 11/74

Ckd.: 12/92, 1/95

T.C.: 7/67, 9/81, 1/95; 8/99; 4/00

Former Title(s): Unemployment

Compensation Supervisor  
II

Unemployment Compensation Supervisor I

Unemployment Insurance Supervisor 2

Reemployment Insurance Supervisor 2

Reemployment Compensation Supervisor 2