

UNEMPLOYMENT INSURANCE PROGRAM SPECIALIST 2

KIND OF WORK

Advanced professional planning, operational, or administrative program analysis work for the state UI program.

NATURE AND PURPOSE

Employees in this class are responsible for advanced work in the Benefits or Tax Programs in the Unemployment Insurance Division of the Department of Economic Security. Work involves comprehensive responsibility for one total program or a large geographic portion of the state. Employees are responsible for implementing program goals and objectives and for program planning and support. These employees provide direction, guidance, technical assistance, and training to employees at all levels throughout the Unemployment Insurance Division. Programs may involve fiscal administration, business management or computer systems. Supervision and direction are provided by higher levels of management in the UI division. Responsibilities may include lead work in carrying out specialized and technical phases of the UI program.

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

Obtain and implement UI policy and procedure so that office performance is consistent with current UI program emphases.

Monitor Department of Labor and other federal agencies' guidelines and regulations so that programs are implemented in accordance with federal standards.

Assist in planning, implementing, and evaluating specific UI programs so that effective service is delivered in compliance with federal standards and guidelines.

Provide specialized technical assistance to employees at all levels of the division to ensure consistency in program implementation.

Develop written procedures, instructions, and manuals detailing planning, operation or administration of UI program and policy to ensure consistency in program implementation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of UI law, policy, and procedures.

Thorough knowledge of a specific UI program component such as Tax Fraud Investigation or Inter-state Benefits Administration.

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Considerable knowledge of departmental operating practices and procedures.

Substantial knowledge of fiscal administration, business management and computer systems.

Ability to:

Establish effective working relationships with professional staff in cooperative programs throughout the division.

Est.: 7/81

Rev.:

Ckd.: 12/92, 1/95

T.C.: 1/95; 8/99; 4/00

Former Title(s): Unemployment Insurance
Program Specialist 2

Reemployment Insurance Program Specialist
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Reemployment Compensation Program
Specialist 2