

UNEMPLOYMENT INSURANCE PROGRAM SPECIALIST 3

KIND OF WORK

Complex and advanced professional planning, operational, or administrative program analysis work for the state UI program.

NATURE AND PURPOSE

Employees in this class are responsible for complex and advanced work in the Benefit or Tax Programs in the Unemployment Insurance Division of the Department of Economic Security. Work involves integration and coordination of multiple programs and activities within the Benefits and Tax Branches. Programs may involve fiscal administration, business management, computer systems, or highly specialized and technical phases of the UI program. Assignments are general within the constraints of federal and state law and major interpretations of policy at higher levels of the organization. In addition to program planning, support, and coordination, these employees assist in establishing program goals and objectives.

Responsibilities may include lead work in program implementation and multiple program coordination.

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

Plan, implement and evaluate specific UI programs so that effective service is delivered in compliance with Federal standards and guidelines.

Participate with management staff in creation of departmental and divisional policies so that a uniform UI Administration policy can be delivered.

Assist Section Chiefs in coordinating divisional programs and activities so that they may relate better to each other and to other sections of the department.

Provide technical assistance to employees at all levels of the division to ensure effective coordination of multiple programs.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of UI law, policy and procedures.

Thorough knowledge of departmental operating practices and procedures.

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Class Specification

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Ability to:

Formulate policies and procedures and to determine methods and standards of operations.

Coordinate and assist in administering multiple complex programs in the area of public employment service.

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

Est.: 7/81

Rev.:

Ckd.: 12/92, 1/95

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

Former Title(s): Unemployment Insurance
Program Specialist 3

Reemployment Insurance Program Specialist
3

Reemployment Compensation Program
Specialist 3