

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Unemployment Compensation Compliance Auditor

SERIES NO.:

6613

MAJOR AGENCIES:

Department of Job & Family Services only

EFFECTIVE DATE:

09/21/2014

SERIES PURPOSE:

The purpose of the unemployment compensation compliance auditor occupation is to conduct field audits of employers' records to determine if liability for contributions has been established & need for new account, accuracy of previously reported figures in comparison to those reported to federal government & in wage reports to make adjustments & delinquency in reporting & to collect monies for unemployment compensation taxes due & delinquent.

At the higher level, incumbents act as supervisor over auditors.

JOB TITLEUnemployment Compensation Compliance
Audit Supervisor 1**JOB CODE**

66136

PAY GRADE

12

EFFECTIVE

02/28/2010

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of federal & state laws, rules & procedures governing unemployment compensation tax liability, accounting or business administration & compliance auditing in order to supervise assigned unemployment compensation field auditors in metropolitan or non-metropolitan area.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|--|-----------------|--------------|------------------|------------------|
| Unemployment Compensation Compliance Audit Supervisor 1 | 66136 | EX | 02/28/2010 | 12 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises unemployment compensation compliance auditors & clerical staff engaged in audits & investigations of employers for compliance with unemployment compensation tax contribution laws & collections of delinquent contributions (e.g., makes work assignments; reviews completed work for accuracy & adherence to policies & procedures; provides continuous training; maintains attendance & production records; completes performance evaluations; reviews court orders & court notices of litigation to determine proper approach to pursue collections, makes assignments to secure forms & information not obtainable from central office, reviews upon receipt & forwards to appropriate section for processing).

Researches employer account files & computer generated data to verify accuracy & computes delinquent tax balances & interest due; ensures lien releases which are forwarded by collection department are properly recorded by county recorder in county where employer is located; prepares necessary forms to allocate payments to specific periods on employer accounts upon receipt of payment & forwards to appropriate section for processing.

Assists other compliance audit supervisors by reviewing daily transmittals of reports & completed assignments to ensure accuracy & compliance & corresponds with district supervisors & auditors regarding same; meets with employers &/or their representatives to assist with problems or to explain laws & rules; attends departmental meetings statewide.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting or business administration; federal &/or state laws governing unemployment compensation tax contributions; auditing principles & techniques; public relations; interviewing; supervisory principles/techniques*; employee training & development*. Skill in use of calculator & video display terminal. Ability to review employers' records & ascertain liability & compliance; gather, collate & classify information about data, people or things; edit &/or prepare accurate & concise records & reports; handle sensitive & routine inquiries from & contacts with employers, general public & other government officials. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, informing, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, & thinking strategically.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Unemployment Compensation Compliance Auditor, 66131.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; visits all types of employer work sites to include factories.