

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

Unemployment Compensation Administrator

**SERIES NO.:**

6424

**MAJOR AGENCIES:**

Ohio Department of Job &amp; Family Services only

**EFFECTIVE DATE:**

02/28/2010

**SERIES PURPOSE:**

The purpose of the unemployment compensation administrator series within the Office of Unemployment Compensation is to plan, direct, supervise & manage operations & programs/functions for the Unemployment Compensation program in the Ohio Department of Job & Family Services (ODJFS).

At the first level, incumbents act as assistant UC section administrator over specific UC function & manage & supervise assigned unit/section(s) staff & must report directly to an UC Administrator 2, 63247.

At the second level, incumbents act as UC section administrator & manage & direct overall activities of assigned UC function & supervise assigned UC section(s) staff; or in UC Program Services act as assistant UC program services bureau administrator & manage & supervise assigned staff; & in addition to one of preceding options, must report directly to an UC Administrator 3, 64248.

At the third level, incumbents act as UC bureau administrator & administer, oversee & direct operation & activities of assigned UC bureau & supervise assigned staff (i.e., to include at least one UC Administrator 2, 64247); or act as UC program services bureau administrator & supervise assigned staff (i.e., to include at least one UC Administrator 2, 64247); & in addition to one of preceding options, must report directly to an Assistant Deputy Director.

**GLOSSARY:** The following terms are interpreted to mean the following whenever they appear in the classification specification.

UC: Unemployment Compensation

Unemployment Compensation Section: Comprised of two or more work units, with each unit having a minimum of two full-time permanent employees. At least one unit must be headed by a supervisory employee.

Unemployment Compensation Bureau: Comprised of two or more sections, with each section comprised of two or more work units as defined above. Each section must be headed by a second-line supervisor (e.g., UC Administrator 2, 64247). Each section must carry out a different function;

OR

Unemployment Compensation Program Services Bureau: Comprised of one section, with multiple functions (e.g., Labor Dispute, Internal Security, Employer Tax Appeals & Unemployment Insurance Legislation), having impact over UC Benefit &/or Tax & administers Ohio Revised Code Chapter 4141 & related state & federal law.

Note: The classification series is restricted for use by Ohio Department of Job & Family Services only.

**JOB TITLE**

Unemployment Compensation Administrator 1

**JOB CODE**

64246

**PAY GRADE**

14

**EFFECTIVE**

02/28/2010

**CLASS CONCEPT**

The first managerial level works under administrative direction & requires thorough knowledge of unemployment compensation management & administration in order to act as assistant UC section administrator over specific UC function & manage & supervise assigned unit/section(s) staff & must report directly to an UC Administrator 2, 63247.

**JOB TITLE**

Unemployment Compensation Administrator 2

**JOB CODE**

64247

**PAY GRADE**

15

**EFFECTIVE**

02/28/2010

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires thorough knowledge of unemployment compensation management & administration in order to act as UC section administrator & manage & direct overall activities of assigned UC function & supervise assigned UC section(s) staff;

OR

In UC Program Services act as assistant UC program services bureau administrator & manage & supervise assigned staff;

&

In addition to one of preceding options, must report directly to an UC Administrator 3, 64248.

**JOB TITLE**

Unemployment Compensation Administrator 3

**JOB CODE**

64248

**PAY GRADE**

16

**EFFECTIVE**

02/28/2010

**CLASS CONCEPT**

The third managerial level class works under administrative direction & requires thorough knowledge of unemployment compensation management & administration in order to act as UC bureau administrator & administer, oversee & direct operation & activities of assigned UC bureau & supervise assigned staff (i.e., to include at least one UC Administrator 2, 64247);

OR

Act as UC program services bureau administrator & supervise assigned staff (i.e., UC Administrator 2, 64247);

&

In addition to one of preceding options, must report directly to an Assistant Deputy Director.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Unemployment Compensation Administrator 1	64246	EX	02/28/2010	14

**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.)**

Acts as assistant UC section administrator over specific UC function & manages (e.g., provides technical assistance in administering mechanic phases of assigned programs relating to unemployment compensation; assists in handling personnel matters in all unit/section(s) of assigned area, determines staff requirements & instructs staff on interpretations, changes & variations in policy & procedures) & supervises assigned unit/section(s) staff & must report directly to UC Administrator 2, 63247.

Assists in developing section policy; develops & implements training materials & programs; provides interpretation of state & federal laws, regulations & policies & procedures; directs & coordinates program area activity to ensure compliance with applicable laws & regulations; advises senior managers on policy issues & acts as liaison with other organizations within & external to section.

Responds to &/or oversees responses to sensitive & technical inquiries from claimants, employers, employers' legal or legislative representatives regarding application of unemployment laws, rules & policies as applied to specific claim or particular group of unemployed workers or employers; prepares written responses for higher level review, prepares reports & monitors record maintenance; attends meetings & seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public or business administration; state & federal laws & regulations governing unemployment compensation & federal program guidelines for unemployment compensation; supervisory principles/techniques; public relations; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & federal regulations manual; handle sensitive contacts with employers &/or claimants when resolving problems; write meaningful, concise & accurate reports. 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.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public or business administration; 12 mos. trg. or 12 mos. exp. in government laws, rules, regulations &/or procedures governing unemployment compensation; 12 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in public or business administration; 12 mos. supervisory exp. over unit responsible for tax, benefit payment, or human services program delivery.

-Or 12 mos. exp. as Unemployment Contribution Supervisor 1, 66127.

-Or 12 mos. exp. as Unemployment Compensation Manager 1, 16749.

-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:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Unemployment Compensation Administrator 2	64247	EX	02/28/2010	15

**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.)**

Acts as UC section administrator (e.g., collection of employer taxes, payment of benefits, technical services, compliance, contributions) & manages & directs UC function (e.g., develops policy & procedures within section, establishes section goals, monitors & evaluates program performance & initiates corrective action when necessary; oversees & coordinates personnel matters in all work units of assigned area, determines staff requirements & instructs staff on interpretations, changes & variations in laws & procedures; plans, directs & coordinates UC administrative staff in all activities related to assigned section &/or all activities related to support services; conducts data analysis/data collection, federally required reporting, policy analysis & development, enrollment, eligibility, quality assurance or education & outreach) & supervises assigned UC section(s) staff (e.g., lower-level supervisory, professional, technical &/or administrative support staff);

OR

In UC Program Services act as assistant UC program services bureau administrator & manages (e.g., provides technical assistance in administering mechanics of all phases of UC program services; assists in handling personnel matters in UC program services, determines staff requirements & instructs staff on interpretations, changes & variations in policy & procedures) & supervises assigned staff;

&

In addition to one of preceding options, must report directly to UC Administrator 3, 64248.

Interprets program policy changes for programs affecting assigned section; develops internal policies & procedures to ensure compliance with federal & state laws; interprets state & federal policy & applicable law; communicates with deputy director & agency assistant directors on performance of section; represents UC bureau administrator at meetings & events in their absence.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public or business administration; state &/or federal laws & regulations governing unemployment compensation & federal program guidelines for unemployment compensation; supervisory principles/techniques; public relations; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & federal regulations manual; write &/or edit policy manuals & proposed changes to laws; handle sensitive contacts with state & federal personnel & general public concerning problems or interests relative to delivery of service to claimants &/or employers. 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.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public or business administration; 18 mos. trg. or 18 mos. exp. in government laws, rules, regulations &/or procedures governing unemployment compensation; 18 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in public or business administration; 18 mos. supervisory exp. over unit responsible for tax, benefit payment, or human services program delivery.

-Or 12 mos. exp. as Unemployment Compensation Administrator 1, 64246.

-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:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Unemployment Compensation Administrator 3	64248	EX	02/28/2010	16

**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.)**

Acts as UC bureau administrator (e.g., Tax; Benefit Payments; Benefit Integrity) & administers, oversees & directs operation & activities of assigned UC bureau (e.g., administers & directs ongoing operation of UC bureau; plans, develops, implements & administers new program initiatives for UC including automation initiatives; performs program evaluation; serves as liaison with other offices within & external to agency; directs & administers statewide UC program such as collection of unemployment compensation contributions from employers, provision of unemployment compensation benefits to eligible claimants & program support functions such as quality control, internal security, investigations, compliance & technical services; directs administrative functions including personnel & budget administration; coordinates functions of bureau to assure prompt & accurate payment of benefits & collection of contributions in compliance with state & federal requirements; monitors development & implementation of program changes to meet state & federal law) & supervises assigned staff (i.e., to include at least one UC Administrator 2, 64247);

OR

Acts as UC program services bureau administrator (e.g., administers, oversees & directs operation & activities of Labor Dispute, Internal Security, Employer Tax Appeals & Unemployment Insurance Legislation having impact over UC Benefit &/or Tax programs; plans, develops, implements & administers new program initiatives; performs program evaluation; serves as liaison with other offices within & external to agency; directs administrative functions including personnel & budget administration; coordinates functions of bureau to assure prompt & accurate results & in compliance with state & federal requirements; monitors development & implementation of program changes to meet state & federal law ) & supervises assigned staff (i.e., to include at least one UC Administrator 2, 64247);

&

In addition to one of preceding options, must directly report to Assistant Deputy Director.

Serves as liaison to U.S. Department of Labor & with other program offices of agency (e.g., labor market information for reporting & data collection; local operations for coordination & improvement of office UC activities; workforce development for provision of employment services to claimants & for coordination with training programs; fiscal services for management & assigned program budgets).

Develops bureau-wide policy & submits recommendations on changes in legislation, program policy design &/or personnel administration to agency director, assistant director, other deputy directors, U.S. Department of Labor, unemployment compensation review commission or unemployment compensation advisory committee; communicates with deputy directors & agency assistant directors on performance of section; represents UC deputy director or assistant deputy director at meetings & events in their absence.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public or business administration; state &/or federal laws & regulations governing unemployment compensation & federal program guidelines for unemployment compensation; supervisory principles/techniques; public relations; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & federal regulations manual; write &/or edit policy manuals & proposed changes to laws; handle sensitive contacts with state & federal personnel & general public concerning problems or interests relative to delivery of service to claimants &/or employers. 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.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public or business administration; 24 mos. trg. or 24 mos. exp. in government laws, rules, regulations &/or procedures governing unemployment compensation; 12 mos. exp. in supervisory principles/techniques; 12 mos. exp. in management.

-Or 12 mos. exp. as Unemployment Compensation Administrator 2, 64247.

-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:**

Not applicable.