

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Unemployment Contribution Examiner

SERIES NO.:

6612

MAJOR AGENCIES:

Job & Family Services only

EFFECTIVE DATE:

02/18/2018

SERIES PURPOSE:

The purpose of the unemployment contributions examiner occupation is to compute unemployment contribution rates for employers, refund erroneously paid unemployment contributions to employers, initiate adjustments to employer accounts, effect partial transfers of employment experience, examine applications for successorship & respond to telephoned & written inquiries.

Incumbents supervise unemployment contribution examiners engaged in claimant and employer debt collection activities.

Note: This classification series is reserved for Ohio Department of Job & Family Services only.

JOB TITLE

Unemployment Contribution Supervisor

JOB CODE

66127

PAY GRADE

12

EFFECTIVE

02/28/2010

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of federal & state unemployment compensation liability laws in order to supervise assistant supervisor & personnel assigned to contributions department & assist contribution department chief & assistant chiefs in planning, implementing & monitoring effectiveness of special projects & programs, or to supervise unemployment contribution examiners, assigned to one unit (e.g., tax collection or benefits collection or bankruptcy & litigation), engaged in claimant & employer debt collection activities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Unemployment Contribution Supervisor	66127	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 personnel assigned to contributions department & assists chief & assistant chiefs of contributions in planning, implementing & monitoring effectiveness of special projects (e.g., trust fund studies & employer account projections) & programs (e.g., tax programs) for efficient administration of unemployment compensation law;

OR

Supervises unemployment contribution examiners, assigned to one unit (e.g., tax collection or benefits collection or bankruptcy & litigation), engaged in claimant & employer debt collection activities, organizes, assigns & maintains workload, reviews accounts to ensure timeliness & professionalism in collection activities, works with staff to maintain collection integrity prior to request for certification, reviews all accounts prior to certification, serves as liaison to other departments within agency to request assistance & review status of payments, negotiates, recommends & monitors payment plans, & assists other supervisors in developing & maintaining pre-certification criteria & policy.

Prepares administrative reports & technical correspondence related to general operations; represents agency in meetings with public employers &/or their representatives; operates personal computer to generate production reports; responds to general & specific inquiries verbally, in writing & in person; oversees reconciliation of receipt of books.

In Unemployment Collection Department, supervises personnel in another claimant & employer debt collection unit on rotational basis & in absence of other supervisors.

MAJOR WORKER CHARACTERISTICS:

Knowledge of bookkeeping, accounting or business or public administration; supervisory principles/techniques*; employee training & development; management*; federal & state unemployment compensation liability laws & reporting procedures; business communication. Skill in operating calculator, video display terminal & personal computer. Ability to review & analyze various unemployment compensation reports, related information & operations to ensure efficiency & compliance; gather, collate & classify information about data, people or things; prepare routine & technical business communications & reports; establish friendly atmosphere as unit supervisor; handle routine & sensitive contacts with & inquiries from public, employers & their representatives & other governmental 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:

6 mos. exp. as Unemployment Contribution Assistant Supervisor, 66126; must provide own transportation.

-Or 30 mos. exp. as Unemployment Contributions Examiner 4, 66124 with experience to be commensurate with operations of unit to be assigned; 3 mos. trg. or 3 mos. exp. in operation of personal computer; must provide own transportation.

-Or 18 mos. exp. as Unemployment Contributions Examiner 5, 66125; 3 mos. trg. or 3 mos. exp. in operation of personal computer; must provide own transportation.

-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:

May be required to travel; may be required to provide proof of automobile insurance coverage pursuant to Section 4509.51 of Revised Code; in Unemployment Collection Department, required to work one evening per week.