

**CLASS TITLE: ASSISTANT COORDINATOR OF
UNEMPLOYMENT INSURANCE
PROGRAMS**

Class Code: 02589500

Pay Grade: 29A

EO:

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the coordination of statewide special purpose unemployment insurance programs; to assist in the supervision and training of field office staff as necessary to ensure the effective implementation of such programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision with some latitude to exercise initiative and independent judgement; work is reviewed upon completion to ensure compliance with instructions and established policies and procedures.

SUPERVISION EXERCISED: As required may plan, assign and review the work of technical and clerical support staff; exercises functional supervision of specified employment and training programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in providing direction to staff implementing procedural changes in field office operations to accommodate temporary or permanent unemployment insurance programs statewide.

To liaison between United States Department of Labor (USDOL) field representatives and local offices for the purpose of securing data and validating reports.

To gather and collate data to be used by management for monitoring and evaluating the effectiveness of various unemployment insurance programs.

To disseminate information and instruct personnel in procedures pertinent to the operation of unemployment insurance activities such as: trade readjustment assistance, unemployment compensation for federal employees, federal/state extended benefits, and other programs which may be operational throughout the state.

To make field visits to the local offices, other agencies, employers and USDOL training centers to ascertain problem areas; to submit written reports on findings and to make recommendations for improvements.

To assist in developing and conducting training programs.

To prepare informational and instructional manuals for use in the administration of special unemployment insurance programs as required.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working of the functions and objectives of state unemployment insurance programs; a working knowledge of unemployment insurance policies and standards; a working knowledge of the functions of staff providing unemployment insurance services; a working knowledge of the methods, procedures and techniques commonly applied in such areas as initial claims, weeks claimed, non-monetary determinations, new claims, and appeals; the ability to plan, develop implement and technically administer one or more specialized unemployment insurance programs; the ability to evaluate the effectiveness of the methods, procedures and techniques of specialized unemployment insurance programs; the ability to prepare written reports; the ability to effectively utilize personnel for the training and retraining of staff; the ability to instruct others in the installation, revision or termination of programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or public administration, or a closely field; and

Experience: Such as may have been gained through: employment in a position responsible for the management of unemployment insurance functions in a public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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