

**CLASS TITLE: ASSISTANT DIRECTOR FOR  
UNEMPLOYMENT INSURANCE PROGRAMS  
(DLT)**

**Class Code: 02589800**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate and direct the work of a staff engaged in developing, monitoring and evaluating statewide unemployment insurance programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under administrative direction with considerable latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports for results obtained and conformance to established laws, rules, regulations and policies.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and reviews the work of subordinate managers, technical and clerical staff; evaluates work to ensure adequacy, completeness, and achievement of standards and objectives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administrative planning, coordination and evaluation of statewide unemployment insurance programs.

To be responsible for the development and preparation of training programs for staff engaged in processing, investigating, and distributing unemployment insurance benefits.

To review statutes, court decisions and other relevant materials to assess potential impact on departmental operations.

To disseminate information and encourage a better understanding of the purpose of unemployment insurance programs in order to facilitate compliance with provisions of pertinent laws.

To establish proper cooperative relations with labor, management, and civic groups and other state and federal agencies.

To compile data to prepare and present management reports.

To prepare program plans and budget requirements and to assess staffing needs.

To be responsible for the integration, review and monitoring of an automated benefits payment system.

To formulate, execute and evaluate policies consistent with federal and state unemployment insurance laws.

To represent the Department at Board of Review hearings and District and Superior Court.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the laws, rules and regulations pertaining to unemployment insurance; a thorough knowledge of the principles and practices of public administration; the ability to interpret and apply provisions of related unemployment insurance acts; the ability to plan and evaluate the ongoing operation of a statewide unemployment program; the ability to formulate, execute and evaluate policies consistent with federal and state unemployment insurance laws; 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 specialization in business or public administration; and

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

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

Class Created: August 25, 1991

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