

**CLASS TITLE: CHIEF OF EMPLOYMENT SECURITY TAX  
AND BENEFIT PAYMENT CONTROL  
OPERATIONS**

**Class Code: 02583500**

**Pay Grade: 33A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct and control the statewide Employment Security and Temporary Disability Insurance tax operations including field audit, collections, tax accounting, employer registration, and employer experience rating; to be responsible for the administrative planning, organizing, directing and control of the statewide Benefit Payment Control System; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through written and oral communications of adherence to pertinent laws, policies and procedures.

**SUPERVISION EXERCISED:** Plans, organizes, directs and controls the work of professional tax and benefit payment control staff on a statewide basis; reviews work upon completion for conformity and compliance with state and federal laws, rules and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To exercise supervision of a professional and technical staff engaged in:

Establishing, modifying, changing or terminating registrations of employment units liability under state or federal law; a systematic examination of employer's records, using generally accepted accounting and auditing standards and procedures; collecting accounts receivable and delinquent tax returns; conducting revocation hearings to determine employer compliance with the Employment Security and Temporary Disability Insurance Acts; the receipt, verification and accounting of employer tax returns required under the laws administered by the department; the maintenance of tax and benefit records to properly determine individual employer tax rates required under the merit rating statutes; a statewide prevention, detection and recovery system of benefit overpayments to include civil and criminal prosecution; the maintenance of a wage report system used in determining claimant eligibility under the provisions of the Employment Security and Temporary Disability Insurance Acts; and the formularization of policy and procedure.

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 employment security, temporary disability and internal revenue taxes; a thorough knowledge of the principles, practices and techniques involved in developing and coordinating a variety of tax programs; a working knowledge of data processing systems as it relates to the development of automated systems; a thorough knowledge of benefit payment control proceedings as they relate to the department; the ability to plan, organize, coordinate and supervise the work of a professional staff engaged in the administration of the tax and benefit payment control programs within the department; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation; from a college of recognized standing with specialization in Business Administration or Accounting, or a closely related field; and

Experience: Such as may have been gained through: employment as a manager of a tax program in a public or private organization along with specialization or in fraud prevention programs.

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

Class Revised: August 28, 1988

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