

CLASS TITLE: REFeree – BOARD OF REVIEW

Class Code: 02582200
Pay Grade: 37A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct hearings and render decisions on cases arising from the application of provisions of the Rhode Island Employment Security, Rhode Island Temporary Disability Insurance and other acts under the jurisdiction of the Department of Labor and Training; and to do related work as required.

SUPERVISION RECEIVED: Works under general direction with considerable latitude to exercise independent judgement; work is reviewed for consistency in interpretation and application of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, and reviews the work of technical, and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as “Appeal Tribunes” as specifically designated by the Board of Review under 28-44-42 of the Rhode Island General Laws.

To conduct formal hearings on appeals from the decision of the Director, Department of Labor and Training, involving his/her interpretation and application of any of the provisions of the Employment Security, Temporary Disability Insurance or other Acts coming under the jurisdiction of the Department of Labor and Training.

To evaluate evidence, findings of fact and the application of the provisions of the relevant Act by the Director; and

To take testimony from claimants or employers and/or their representatives; to render written decisions, in consonance with the provisions of the relevant Act, precedents and policies, which may sustain, modify or overrule the Director.

To administer oaths to persons appearing before them, take depositions, certify to official acts, and by subpoenas served, to compel the attendance of witnesses and the production of books, papers, documents and records necessary or convenient to be used by them in connection with any disputed claim.

To conduct formal or informal tax or status hearings to establish whether employing units are subject to the provisions of the Employment Security or Temporary Disability Insurance Acts.

To hear appeals from recipients of audits conducted pursuant to the Job Training Partnership Act (JPTA).

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Employment Security, Temporary Disability Insurance, and related Acts; a thorough knowledge of the Administrative Procedures Act which governs the conduct of such hearings; a working knowledge of the unemployment insurance and temporary disability insurance claims processes; skill in writing; the ability to conduct impartial hearings; the ability to assemble, organize and evaluate facts presented or obtained in such hearings; the ability to provide consistent interpretation and application of applicable laws and regulations; the ability to present a variety of factual matter in a clear and concise manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing:
and

Experience: Such as may have been gained through: employment in a responsible position requiring important decisions based on fact finding and application of law in such public or private fields as: public employment; labor or industrial relations; unemployment compensation or health insurance programs; social service administration; enforcement of federal or state labor law; enforcement of federal or state labor laws; or in the general practice of law.

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

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