

**CLASS TITLE:**

**SENIOR EMPLOYMENT  
AND  
TRAINING INTERVIEWER**

**Class Code: 02792300**

**Pay Grade: 20A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assess the employment possibilities and training needs of clients; to determine the level of employment and training services required for clients; to interview and refer individuals to appropriate employment and training programs; to conduct fact finding and other program-related interviews for unemployment insurance and temporary disability insurance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision, referring problems and more difficult cases to supervisor; work is reviewed to ensure conformance to standards and procedures.

**SUPERVISION EXERCISED:** Usually none, but may direct the work of clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To contact employers to develop or modify existing job openings.

To provide clients with employment contacts; to advise clients on ways to prepare and present themselves on an interview.

To match job openings with clients' employment qualifications.

To conduct job search workshops in the field or office.

To conduct fact-finding interviews with clients to obtain and record information pertaining to circumstances of termination from employment; to confer with employers regarding such terminations.

To conduct eligibility review interviews to determine client's continuing eligibility.

To process combined wage claims and interstate claims under the Interstate Agreement.

To authorize payments by mail due individuals who have returned to work.

To prepare and verify affidavits in lieu of wage reports.

To detect, compute, collect or adjust overpayments.

To respond to telephone inquiries regarding unemployment insurance, temporary disability insurance and employment and training information.

To conduct field visits to employers to promote use of available employment and training services.

To process and examine initial and continued claims for unemployment and temporary disability insurance benefits.

To authorize payment of benefits to eligible clients via a computer automated system.

To conduct benefit rights interviews to inform clients of monetary credits, eligibility rights and responsibilities.

To compute and verify employment security and intrastate, federal, state, and veterans' claims; to audit records in cases where final payment has been authorized.

To assign Dictionary of Occupational Titles codes and classifications.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the Rhode Island Temporary Disability Insurance, Employment Security, and Job Training Partnership Acts; A working knowledge of occupations and occupational requirements; a working knowledge of employment conditions of various industries and businesses within the state; a familiarity with routine office methods; the ability to follow oral and written instructions; the ability to utilize a computer to access

information; the ability to conduct effective interviews with clients; the ability to gather pertinent information and determine client eligibility for benefits; the ability to apply laws, rules and regulations; the ability to make arithmetic computations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a junior college; and

Experience: Such as may have been gained through: employment in a capacity responsible for conducting interviews of a fact-finding or investigatory nature.

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

Class Created: October 7, 1990

Editorial Review: 3/15/03