

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV33133
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	8803		
Job Code Established:	12/27/97	Effective Date:	09/28/92
Job Code Revised:	02/14/97	Effective Date:	
Job Code Revised	07/01/07	Effective Date:	01/13/07

JOB CODE SERIES: Unemployment Insurance Series

JOB CODE TITLE: UNEMPLOYMENT INSURANCE FIELD AUDITOR III

HRIS TITLE: UI FIELD AUDITOR III

CHARACTERISTICS OF THE CLASS: Works under general supervision of an Unemployment Insurance Field Audit Unit Supervisor exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to determine if an employer needs to be audited; require an employer to produce books and records for examination; determine whether payment for services are subject to unemployment insurance contributions. Manages a one-person, satellite field office in one of the smaller metropolitan areas or serves as a lead auditor in the larger metropolitan offices, assisting the supervisor with special assignments, work distribution, review and approval; performs field audits of the financial records of employers to determine compliance with Federal and State Unemployment Insurance laws and to determine unemployment insurance liability. May perform audits of the most complex businesses individually or as a team leader. Work product consists of functioning field office; audit findings and wage reports completed; employee status for possible unemployment insurance benefit payments determined; daily, weekly and monthly reports of productivity, time, travel, case inventory, training and overtime prepared. Responsible for the completion of all auditing and related responsibilities in a timely, accurate and professional manner; may testify at administrative hearings.

EXAMPLES OF DUTIES: Devises a timetable, schedule, or agenda for achievement of work objectives, completion of projects or development of changes in work processes. Analyzes financial statements of businesses in order to make determinations affecting regulation, taxation, or compliance with state laws. Examines financial records of employers, general ledger, cash disbursements journals, payroll journal and supporting expense accounts and reviews federal income tax returns to determine if an employer/employee relationship exists, if wages are taxable and the amount of taxes due or refundable. Prepares cases for collection where bills are owed to the program because of overpayment, underpayment, error or invalid claims; gathers data, writes notes and recommendations for actions to be taken. Writes detailed investigative reports covering all aspects of an examination of the financial accounts and records of business organizations, in accordance with established procedures and format.

Interviews unemployment insurance benefits claimant and employer to determine liability of employer and eligibility of claimant. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with, and advises, business representatives and business groups regarding unemployment insurance contribution policies and procedures. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Compiles information for and writes periodic reports on activities of a work unit. Performs related work as required.

WORK CONDITIONS: Frequently travels to employer sites in adjoining counties.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of auditing and accounting; Federal and State laws, rules and regulations as they pertain to unemployment insurance contributions; computerized products used in accounting systems and processes; policies and procedures established for the work system.

Skill/Ability to: applying auditing and accounting methods and techniques; applying and interpreting Federal and State laws, rules and regulations as they pertain to unemployment insurance contributions; using computerized products in accomplishing audits; mathematical computation; oral and written communication; interpersonal relationships.