

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV33135</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8803</b>		

<b>Job Code Established:</b>	<b>12/27/84</b>	<b>Effective Date:</b>	<b>01/01/97</b>
<b>Job Code Revised:</b>	<b>07/01/07</b>	<b>Effective Date:</b>	<b>01/13/07</b>

**JOB CODE SERIES:** Unemployment Insurance Series

**JOB CODE TITLE:** UNEMPLOYMENT INSURANCE FIELD AUDIT UNIT SUPERVISOR

**HRIS TITLE:** UI FLD AUDIT UNIT SPV

### **CHARACTERISTICS OF THE JOB CODE:**

Under general supervision of an Unemployment Insurance Field Audit Manager, supervises a staff of Unemployment Insurance Field Auditors responsible for conducting field audits of the financial records of employers within one of the larger metropolitan areas; independently reviews, investigates tax cases under appeal, investigates employer tax avoidance schemes, participates in joint audit or investigation efforts with the Internal Revenue Service (IRS); and performs UI Tax field audits or other investigations for UI Tax compliance. Serves as assistant to a UI Field Audit Manager in planning, organizing, and managing a statewide program for auditing the financial records to ensure compliance with State UI tax laws.

**EXAMPLES OF DUTIES:** Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. Confers with and advises business representatives and business groups regarding unemployment insurance contribution policies and procedures. Selects employers to be audited; determines wages subject to Unemployment Insurance taxes; determines amount of taxes liabilities; determines collection techniques and termination of effort; reviews audit reports; interviews and hires new staff.

May review and investigate unemployment insurance tax cases under appeal, employers utilizing tax avoidance schemes, or questionable employment tax practices found from joint audits with the IRS. Obtains settlement or recommends resolution under applicable law and regulations. Compiles information for and writes periodic reports on activities of a work unit. Confers with and interviews witnesses to obtain information in investigations of law violation or noncompliance with regulations.

Analyzes financial statements of businesses in order to make determinations affecting regulation, taxation or compliance with State laws. Reviews taxpayer (employer) problems and questions concerning tax calculations, inconsistencies in reported information, interpretations of statutes or regulations; exercises judgment and discretion; resolves problems, makes determinations. Performs related work as required.

Responsible for effective supervision of a metropolitan office; timely completion of individual duties relating to appeals cases, tax avoidance cases, questionable tax practices issues and other duties as assigned; timeliness and accuracy of work products; testifying, as required, at administrative hearings; attending public hearings on pending regulations.

**WORK CONDITIONS:** Occasional travel; possible interaction with irate employers.

**KNOWLEDGE, SKILLS AND ABILITIES**

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

**Skills/Ability to :** applying auditing and accounting methods and techniques; applying and interpreting Federal and State laws, rules and regulations pertaining to Unemployment Insurance contributions; mathematical computation; using computerized products of an auditing and accounting system; work management and leadership; oral and written communication; interpersonal relationships.