

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV33137
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	8803		

Job Code Established:	12/27/84	Effective Date:	
Job Code Revised:	01/01/97	Effective Date:	
Job Cope Revised:	07/01/07	Effective Date:	01/13/07

JOB CODE SERIES: Unemployment Insurance Series

JOB CODE TITLE: UNEMPLOYMENT INSURANCE FIELD AUDIT MANAGER

HRIS TITLE: UI FIELD AUDIT MGR

WORK DESCRIPTION: Under general direction of a division chief, manages, through subordinate unit supervisors, a statewide audit program for auditing the financial records of employers to assure compliance with Federal and State unemployment insurance laws and to determine unemployment insurance liability.

WORK ACTIVITIES: directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Assigns all field office personnel, workloads and quotas; establishes objectives of the program; recommends policy and procedure changes to Division chief; selects personnel for work unit. Responsible for the effectiveness of the audit program; for planning, organizing and directing the statewide audit program. Plans for better use of material and personnel resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates and makes determinations. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.

Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and by laws and regulations. Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Gives and receives information at field unit or division manager level of authority and responsibility. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. 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 superior, who is at level of agency head or head of major administrative or operational division, concerning work of work system; gives information and advice; receives instruction and guidance. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information. Conducts and participates in in-service training and staff development programs for regularly employed staff. Performs related work as required.

WORK CONDITIONS: Statewide travel; interaction with irate employers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of auditing and accounting; 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; computerized products used in auditing and accounting processes.

Skill/Ability to: applying auditing and accounting methods and techniques; applying and interpreting Federal and State laws, rules, regulations and agency polices and procedures as they apply to Unemployment Insurance tax; mathematical computation; work management and leadership; oral and written communication; interpersonal relationships.

SPECIAL SELECTION FACTORS: One year of experience equivalent to an Unemployment Insurance Regional Audit Manager; OR two years of experience equivalent to an Unemployment Insurance Audit Unit Supervisor; OR two years of experience managing, through subordinate supervisors, a staff of professional auditors/accountants engaged in tax auditing, tax accounting, financial auditing, or closely related work.