

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV33145
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	01	Grade:	21
Workers Comp Code:	8810		

Job Code Established:	12/27/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Unemployment Insurance Series

JOB CODE TITLE: UNEMPLOYMENT INSURANCE CONTRIBUTIONS APPEALS OFFICER

HRIS TITLE: UI CNTBTNS APPEALS OFFICER

WORK DESCRIPTION: Plans, organizes and directs the Contribution Section Appeals Unit responsible for the Department's response to an employer's request for reconsideration of an Unemployment Insurance liability decision; reviews field auditor reports concerning appeals; presents the Department's position before the UI Appeals Board; presides as Hearing Officer at Certificate of Judgment hearings.

WORK ACTIVITIES: devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

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.

Organizes, plans and arranges for administrative hearings to take place at specified times and places.

Represents a state agency in formal hearings to which that agency is a party.

Interrogates parties to a dispute, or witnesses, in order to bring out information in a formal hearing.

Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information.

Gives and receives information at field unit or division manager level of authority and responsibility.

Writes detailed reports summarizing evidence presented at formal hearing, and formulating and justifying decisions and recommendations for action to be taken.

Confers with and interviews witnesses to obtain information in investigations of law violation or noncompliance with regulations.

Reviews and verifies the accuracy of fiscal records and timeliness of reports.

Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

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 division manager or field office manager, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decisions.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under general direction of the Unemployment Insurance Contribution Chief exercising discretion and independent judgment within policies and procedures established for the section.

WORK RESULTS/PRODUCTS: Functioning work unit; proposed written reconsidered determinations submitted to section manager; the Department's position at UI Appeal Board presented; decisions of hearings pursuant to certificate for judgment proceedings issued.

RESPONSIBILITY: For effective management of the work unit; for appropriateness of decisions made at Certificate of Judgment hearings.

AUTHORITY: To decide the correct amount of an employer's UI contributions indebtedness; to decide the content and style used in presenting the Department's position at hearings; to authorize collection of contributions owed by employers who have an appeal pending.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF: Managerial practices and supervisory techniques; and practices of auditing and accounting; Computerized products used in auditing and accounting systems; The Employment Security Act and related court rulings; The Unemployment Appeals Board practices and procedures and the precedent set by Arizona Court decisions.

SKILL/ABILITY TO: work management and leadership; Interpreting unemployment insurance laws, rules and regulations; Interpreting computerized products used in accomplishing audits; Eliciting information from witnesses and employers; Mathematical computation; Interpersonal relationships; Written and oral communication