

UNEMPLOYMENT INSURANCE SECTION DIRECTOR

KIND OF WORK

Management level responsibilities for the direction and control of Benefits or Tax Branch of the Unemployment Insurance program for the state.

NATURE AND PURPOSE

Employees of this class are responsible for the direction of Central Benefits or the Tax Branch operations in the Unemployment Insurance Division of the Department of Economic Security. Work involves assisting management in their presentations before legislative officials. Must coordinate activities within Central Benefits or the Tax Branch as they relate to each other and other Sections of the Department. This integration of multiple activities includes in Central Benefits-- interstate claims, field operation, special income maintenance program (monetary and non-monetary) and technical support. In Tax Administration this includes--tax processing, employer liability and again technical support.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Ensures prompt and proper administration of the unemployment insurance benefits program/UI tax accounting so that claimant's and employees are guaranteed prompt, equitable service and representation under the law.

Maintains and ensures that appropriate resources (human, financial, and material) are available to assure prompt and efficient delivery of services in Central Benefits and enforcement of UI laws in Tax Branch.

Participates with other management staff in creation of departmental and divisional policies so that an overall and uniform UI Administration policy can be delivered.

Coordinates the divisional activities so that they may interrelate better to each other and other branches and sections of the department.

Assists in development and presentation of legislative programs.

Interprets legislation, determines policy and disseminates to appropriate personnel so that operational practice reflects the most current legal determinations.

To establish work priorities and requirements so that the objectives and goals of the department are performed timely, efficiently and effectively.

Tax Branch--Plan and organize an employer tax system so that prompt liability and correct experience rate and wage variance determinations are insured.

Interpret tax and experience rating provisions of Minnesota Employment Services Law to insure that determinations are uniform and consistent with all employers.

Central Benefits--To ensure that manuals, brochures and procedures relating to the payment of unemployment insurance, training payment allowances, Trade Readjustment allowances and disaster unemployment assistance are updated and revised in accordance with existing laws and to ensure that department personnel and the public are informed of these changes in the law.

To monitor claim determinations to ensure that issues determined meet quality and promptness standards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Broad knowledge of the state and federal laws and policies relating to unemployment insurance services and of the principles underlying basic legislative intents.

Broad knowledge of the modern principles and practices of public and business administration.

Broad knowledge of programs and policies of the appropriate division of the department.

Substantial knowledge of the background, organization and operation of public employment service programs.

Substantial knowledge of fiscal administration, business management and computer systems.

Ability to:

Assist in the formulation of policies and procedures and to determine methods and standards of operations.

Plan and coordinate a statewide operating program.

Develop and maintain close working relationships with employees, employers and other public organizations.

Est.: 6/81
Rev.:
Ckd.: 12/92, 1/95

T.C.: 1/95; 8/99; 4/00
Former Title(s): Unemployment Insurance
Section Director
Reemployment Insurance Section Director
Reemployment Compensation Section
Director