

STATE OF NEBRASKA CLASS SPECIFICATION
UNEMPLOYMENT INSURANCE TAX ADMINISTRATOR

EST: 07/69 – REV: 11/09
CLASS CODE: G69610

DESCRIPTION: Under general direction, administers and manages the Nebraska Unemployment Insurance Contribution program in accordance with the Nebraska Employment Security Law and Federal regulations and guidelines, directs the statewide tax accounting and tax enforcement operation, and directs wage record management; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs development and maintenance of program goals and objectives of the section. Directs the development and design of tax accounting systems, enforcement systems and procedures for both operations.

Directs the functions and activities required to collect contributions and interest receivables including examining and processing of quarterly contribution reports and maintaining a control of report delinquency.

Directs those functions involving computation of experience rating including the transfers and partial transfers of wage experience and reserve accounting balances.

Directs the maintenance of individual reimbursable accounts for non-profit, educational and governmental organizations.

Communicates both orally and in writing with employers, consultants, representatives of law firms, accountants, officials or other states and the federal government regarding Unemployment Insurance functions.

Directs the preparation of new and revised forms, manuals, instructions, and program letters. Manages an extensive on-line microfilm operation involving accounting, claims records and correspondence.

Directs records maintenance to provide for certification of tax data required to be furnished to the Federal Director of Internal Revenue.

Manages, through subordinate supervisors, the Employer Contributions section engaged in making determinations as to employer liability for contributions to the Unemployment Compensation Fund, termination of employers' liability for payment to the fund, and the collection of delinquent accounts.

Manages, through subordinate supervisors, the Contributions Field section in conducting all field work, including payroll audits, investigations of employer liability, and collection of delinquent reports and contributions payments, determining eligibility for refund, calculating employer rates and certifying payments made by employers.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the Nebraska Security Law and its application; Federal regulations and guidelines; agency missions, goals and objectives; accounting principles.

Ability to: manage and administer staff, policies, and regulations relating to Unemployment Insurance programs; analyze accounting records and documents; ensure compliance and maintenance of appropriate records.

G69610 UNEMPLOYMENT INSURANCE TAX ADMINISTRATOR (continued)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: principles and practices of personnel, business, and office management as applied to public administration; phases of payroll accounting which are involved in the determination of employer liability and other employer contribution problems.

Ability to: maintain a consistent interpretation of contribution collection provisions of unemployment compensation laws, and of the departmental procedures and regulations; plan, lay out work details and train employees in proper work methods and procedures; establish and maintain harmonious working relationships, with employers, attorneys, and accountants; cooperate with other administrative personnel in the coordination of closely related activities; review program activities analytically; develop plans and methods for improving services.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a Bachelor's Degree in one of the following areas: finance, financial administration, economics, public or business administration/management. A minimum of one (1) year coursework in accounting plus four (4) years experience in progressively more responsible positions in professional or technical fields such as auditing, accounting, business or public administration, law or in the Employment Security program and with minimum two (2) years in a supervisory position OR any equivalent combinations of education, training and/or experience that will enable an individual to possess the required knowledge, skills and abilities.