

## Director of Unemployment Insurance G69810

### DESCRIPTION OF OCCUPATIONAL WORK

Under the direction of the Commissioner of Labor, directs the operations and activities of all functions of the unemployment insurance programs; coordinates the unemployment insurance activities with the Division of Reemployment Services and other related federal and state programs; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not applicable.

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.)

Develops and establishes unemployment insurance procedures consistent with State and federal unemployment insurance laws.

Coordinates the functions of the unemployment insurance units with each other and with other divisions of the Department of Labor.

Directs the planning and development of the budget for the unemployment insurance programs.

Advises the Commissioner of Labor of the proposed congressional amendments to the unemployment insurance law and makes recommendations for changes in the State Employment Security Law.

Consults with and advises legislators, employers, and representatives of labor of the technical aspects of the unemployment insurance laws as requested by the Commissioner of Labor.

Establishes a sound procedure for the management of the "Unemployment Compensation Fund" in coordination with the Treasurer of the Unemployment Compensation Fund providing for an adequate check and balance of all funds processed.

Develops methods of evaluation, supervision, and training to ensure maximum service to claimants and employers.

Conducts state, district, and local conferences and participates in regional/national conferences dealing with unemployment insurance and represents the agency before interested public and private groups in the state.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the sources and types of data pertaining to unemployment insurance and related fields; federal and state laws pertaining to the unemployment insurance program; current social and economic problems; quality assurance/performance improvement principles and programs and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; principles of supervision and staff development; budget administration practices.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions.

Ability to: learn, apply and interpret agency policies and procedures; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; identify and analyze organizational and operational problems and develop and implement timely and economical solutions; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; perform high level analysis; identify and integrate concrete and abstract variables to formulate approaches to major problems; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain satisfactory working relationships with managers/administrators, community organizations, elected officials and the public; plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree or five years’ experience in policy, administration, personnel management practices, budgeting, and/or public administration.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 3/21

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date