

STATE OF NEBRASKA CLASS SPECIFICATION
UNEMPLOYMENT INSURANCE FIELD
REPRESENTATIVE SUPERVISOR

EST: 11/79 – REV: 10/10
CLASS CODE: V69413

DESCRIPTION: Under limited supervision, supervises a minimum of three positions allocated to the Unemployment Insurance Field Representative class series in the application and enforcement of the Nebraska Employment Security law; performs related work as assigned.

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

This is the third classification level of three in the Unemployment Insurance Field Representative class series. Positions allocated to this class on a regular and recurring basis supervise a minimum of three positions allocated to this class series. Positions allocated to the Unemployment Insurance Field Representative/Senior class serve as a lead worker performing work at an expert level but do not have permanent supervisory responsibilities.

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

Plans, assigns, directs and evaluates the work to staff including recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances and work schedules.

Coordinates work flow and tracks progress toward completion.

Reviews completed staff assignments to ensure appropriate action taken, completeness and accuracy.

Compares work performance and/or products of staff with established standards to determine and recommend personnel actions such as promotions, disciplinary actions, status changes and separations.

Trains staff in the policies and procedures of unemployment insurance programs and tax liability to improve and maintain job performance levels.

Analyzes and advises agency staff and the public on all aspects of unemployment insurance tax as it relates to Nebraska Employment Security law, regulations, procedures and policies.

Analyzes complaints, concerns and problems presented by the staff and public and develops a proper course of action or solution to the problem.

Provides leadership to achieve agency goals and oversee the administration of policies and the law.

Develops presentations and provides information to the public.

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

Knowledge of: the principles and techniques of supervision; the Nebraska Employment Security law including pertinent rules, policies, guidelines and operating techniques; principles and practices of accounting; financial reporting procedures.

V69413 - UNEMPLOYMENT INSURANCE FIELD REPRESENTATIVE SUPERVISOR (continued)

Skill in: developing and providing presentations; public speaking.

Ability to: manage human resources; plan, assign, direct and evaluate work of staff; analyze records and draw sound conclusions; interact with diverse groups and individuals to exchange information; interpret regulations and procedures pertinent to Unemployment Insurance programs; prepare clear and precise reports; communicate so others will understand; cope with frustrating situations on a continuing basis.

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

Post high school coursework/training in business or public administration, finance, accounting, social/behavioral sciences or related field. Five years experience in an employment services, unemployment insurance or human services field assessing documents and records or performing accounting functions with direct public contact; OR five years experience as an Unemployment Insurance Field Representative; OR any combination of experience that equals five years. Training or experience in supervision and employee performance evaluation, program analysis/evaluation or policy development.

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).

Specific positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.