

## Labor Program Manager V69650

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, plans, organizes, coordinates, directs and supervises the activities and staff of multiple teams within the contributions section of up to three 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.)

Positions in this class perform managerial work requiring the combined application of general management and knowledge, skills, and abilities. Executes operational plans, manages daily activities, and ensures frontline staff meet established goals. Responsible for ensuring that team functions are carried out effectively and efficiently in accordance with relevant laws, regulations, policies and NDOL agency program goals. Supervise individual contributors/staff members.

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 the operation of one or more functional teams within a program to establish operational priorities, to coordinate these operations with other functions within the agency, and to ensure program objectives and standards are established, attained and are congruent with overall goals. Impacted teams may include but not limited to, Unemployment Insurance Tax Field Operations, Unemployment Insurance Tax Contributions, Safety Consultation, Labor Standards, Regional Office Services.

Plans, organizes, assigns, directs, and evaluates the work activities of assigned staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit policies, procedures, and guidelines.

Confers with and counsels assigned staff to exchange information on and explain program policies and guidelines and to identify the nature of and formulate solutions to work problems.

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; with public employer groups concerning the Unemployment Insurance programs and responds to complaints and problems received by telephone or letter from claimants and employers.

Trains assigned accounting and technical/clerical staff in the practices and procedures involving employer contributions to maintain and improve the productivity of employees in accordance with established work standards.

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Correspondence to employers regarding unemployment insurance tax accounts, employee liability, tax rates, discrepancies in tax reports, changes of ownership, and the Nebraska employment security law to inform employers of unemployment tax procedures and requirements.

Directs the review of employer applications for coverage, requests for termination of coverage to determine liability.

Analyzes mergers, changes of ownership, and incorporations to determine if transfer of reserve balance and experience is proper.

Directs the determination of necessary corrections to contributions reports; Refers questionable reports, information, and non-covered employers believed liable to agency field representatives for investigation to ensure proper payment of tax.

Directs the receiving, sorting, batching, processing, and auditing employer unemployment insurance taxes.

Determines geographic field territories based upon employer population.

Receives, reviews and determines need for reciprocal coverage agreements for out-of-state employers; Implements reciprocal coverage agreements for Nebraska employers.

Supervises inspections and investigations of violations or complaints filed with the agency for assigned programs; determines when corrective actions and/or citations shall be issued to assure compliance with labor laws.

Conducts educational outreach to employers and the public for assigned labor law programs.

Supervises onsite consultation, inspections and investigations of violations or complaints filed with the agency for wage complaints, sick leave complaints, contractor compliance, etc.; determines when corrective actions and/or citations shall be issued to assure compliance with labor laws.

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

Knowledge of: federal and State labor and employment rules and regulations of assigned program; agency rules, policies, and procedures used to implement programs; principles of management and business including planning, budgeting, resource allocation and human resources; interviewing principles and techniques; procedures and techniques used in investigations.

Ability to: interact with agency staff and employers when performing assigned responsibilities; analyze facts, identify vital elements, and formulate sound conclusions and solutions to employment security issues or operational problems; plan, assign, direct, and evaluate the work of assigned staff; communicate effectively to express ideas and facts; establish positive working relationships with all contacts; read, understand, and interpret and apply rules/regulations, policies/procedures, laws, and other work directives; apply management practices, theories, techniques, and methodologies to assigned responsibilities; develop objectives, performance goals, and work priorities.

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 in program planning, implementation, monitoring, evaluating program functions or supervising/ management staff and budgets; business or public administration, economics, finance, financial administration, or banking including or supplemented with coursework in accounting or auditing and professional level experience in auditing AND professional level experience in similar areas.

OR

Bachelor's degree in engineering/life or physical sciences, Occupational Health, business, public administration, law, finance, or related degree. Any equivalent combination of education and experience will be considered.

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).

Positions responsible for the review and consultation of the OSHA federal safety laws and regulations may require post high school coursework or bachelor's degree in engineering, life or physical sciences or related degrees.

Employees may be required to possess a valid driver's license or the ability to provide independent authorized transportation.

Established: 12/25

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
All sections	Specification is new and consolidated from the Labor Law Program Manager (V62680), Unemployment Insurance Tax Field Manager (V69213), and Unemployment Insurance Tax Manager (V69650)	12/2025