

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

UNEMPLOYMENT INSURANCE ADJUDICATOR I

POSITION CODE: 4700I
Effective: 9-1-83

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, receiving guidance from higher level adjudicators, performs routine investigative work involving the resolution of issues in connection with certain contested benefit claims; and advises and counsels clients and employers on appeals in connection with adjudication determinations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Determines client status in connection with disqualifying income questions arising from client application for benefits.
2. Receives client and employer appeals; assists in preparation of appeals, explaining nature of issues involved and procedures in the appeal hearing, and advises in preparation for the hearing.
3. Determines status of monetarily eligible clients in connection with earnings necessary in previous benefit year to qualify for benefits in current benefit year.
4. Obtains information on offer of work by clients' former employer, and notifies client of such information.
5. Determines whether client has complied with employment service registration requirements and makes determination in connection with issues involving client's claim to dependent status.
6. Confers with client and employer to determine the correct amount of wages paid to client during the required base period, and initiates further investigations when necessary by supplying wage information to central office.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

UNEMPLOYMENT INSURANCE ADJUDICATOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college with major courses in the social sciences; or requires two years of preprofessional work experience in investigation and analysis, business labor or industrial relations or business mathematics; or requires 18 months of progressively responsible experience as a bureau technician.

Knowledges, Skills and Abilities

Requires working knowledge of those provisions of the Illinois Unemployment Insurance Act impacting on area of responsibility.

Requires working knowledge of research or analytical procedures as applicable to providing benefits services.

Requires a working knowledge of client and employer rights and obligations to contribute to the determination and allocation of unemployment insurance funds.

Requires elementary knowledge of available information resources within the agency.

Requires the ability to communicate effectively with clients and/or employers to provide for the exchange of information necessary to allocate unemployment benefits.

Requires ability to write clearly and concisely to record benefit determinations.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.