

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

UNEMPLOYMENT INSURANCE ADJUDICATOR III

POSITION CODE: 47003
Effective: 9-1-83

DISTINGUISHING FEATURES OF WORK:

Under direction, functions independently as a highly skilled specialist in researching, analyzing and making multi-claimant benefit eligibility decisions; and/or regularly provides guidance and direction to professional staff in determining benefit eligibility of nonroutine, unique or contested claims. Implements a program of service to clients either in the central office or in a local community, such as the determination of claimant eligibility or the rendering of decisions in labor dispute cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides guidance and direction to Unemployment Insurance Representatives in the review of nonroutine or contested claims and the determination of client's initial and continued eligibility; provides assistance and guidance to subordinate staff in making determinations on complex claims, e.g., suspected fraud, Trade Readjustment Act, to contribute to the uniform application of Illinois Unemployment Insurance Act provisions.
2. Instructs lower level staff in the verification of wage record claims or the adjustment of irregularities in clients' weekly and maximum claims rates; directs the issuance of requests for additional client or wage information to local offices and insures the preparation and dissemination of all information to local offices, clients, employers, etc.
3. Reviews and analyzes events, records and documents involving issues of eligibility for unemployment benefits arising out of labor disputes; prepares written recommendations, brief, statements of fact to provide guidelines and assistance to local office staff in determining labor dispute clients' eligibility.
4. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

UNEMPLOYMENT INSURANCE ADJUDICATOR III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with major courses in the social sciences and two years of professional experience in investigation and analysis, business, labor or industrial relations or business mathematics; or requires 6 years of experience in investigation and analysis, business, labor or industrial relations, or business mathematics with three of the years at the professional level; or requires three years of progressively responsible experience as a Bureau Adjudicator or Intermittent Unemployment Insurance Representative.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of client and employer rights and obligations to provide for the determination, and allocation of unemployment insurance funds.

Requires extensive knowledge of interviewing practices and procedures.

Requires the ability to effectively communicate with employers and clients to provide for the prompt and effective allocation of unemployment insurance funds.

Requires the ability to effectively organize and analyze pertinent information to provide for the determination of claimant benefits.

Requires the ability to direct the work of a subordinate staff to maintain optimal staff effectiveness and development.

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.