

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

UNEMPLOYMENT INSURANCE REVENUE ANALYST II

POSITION CODE: 47082
Effective: 12-16-92

DISTINGUISHING FEATURES OF WORK:

Under direction in an assigned area of responsibility, 1) makes the full range of unemployment insurance determinations, including those of the highest priority and complexity requiring a broad expertise in the application of the Illinois Unemployment Insurance Act; these complex and highly prioritized functions include computation and/or adjustment of employer contribution rates, predecessor/successor determinations involving multiple entity issues, assessment and collection of delinquent contributions from liable employers and/or employers in bankruptcy, processing remittances and contribution and wage reports; and/or 2) provides work guidance and leadership to staff engaged in making unemployment insurance determinations, benefit charge assessments and adjustments, wage affidavit verifications and financial account balance adjustments; interprets and applies unemployment insurance laws and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As senior level analyst performs complex revenue employer account maintenance activities; applies broad expertise of the Unemployment Insurance Act in the resolution of high priority issues and special projects; resolves multiple entity issues and adjusts financial accounts accordingly; determines whether to uphold or deny an order, issue director's order, revise a rate, or set the case for hearing.
2. Performs complex account analysis and reconciliation of agency held records to facilitate processing of employer contribution and wage reports; performs complex financial account adjustments to assure timely report processing.
3. Performs complex research and analysis of employer accounts which are delinquent in payment of contributions, interest, or penalty; researches and analyzes employers accounts which are subject to bankruptcy and prepares proof of claim for submission to appropriate district courts; prepares detailed and complex account summaries for referral to attorney general; negotiates and implements complex deferred payment agreements.
4. Performs reconciliation of employer account based on completed field audit results and findings; examines received documentation for quality, thoroughness, and uniform application of the Unemployment Insurance Act; analyzes employer accounts for referral to comptroller's offset.

UNEMPLOYMENT INSURANCE REVENUE ANALYST II (Continued)

5. Allows or denies employer requests for refunds in compliance with the Unemployment Insurance Act; performs and resolves complex certifications and/or account reconciliations; meets with employers and/or their representatives to retrace the transaction audit trail step-by-step, in order to make necessary adjustments and to resolve issues.
6. As a lead worker, provides guidance, and direction to a staff of analysts engaged in employer account maintenance, remittance and contribution/wage report processing, collection of delinquent contributions and the benefit charge process; trains and advises staff, monitors and reviews completed assignments and appraises the supervisor of situations requiring unusual corrective action; may act as supervisor in his/her absence.
7. Uses CRT, microfilm cartridges, viewers, printers, and other, automated equipment to research and analyze agency held employer accounts in the performance of duties.
8. Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skills and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis.

Knowledge, Skills and Abilities

Requires extensive knowledge of the Illinois Unemployment Insurance Act.

Requires extensive knowledge of employer's rights and obligations related to unemployment insurance contributions.

Requires working knowledge of mathematical concepts.

Requires extensive knowledge of databases and hard copy information sources used within the agency.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to gain and maintain effective working relationships with agency employees, employers and the public.

Requires ability to lead other analysts engaged in contributions determinations and adjustments.

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.