



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

UNEMPLOYMENT INS AUDIT AREA SUPV

Job Number: 20001651

Job Code: 91290V241016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 10/16/2024

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, assigns, reviews and supervises the work of unemployment insurance auditors in an assigned area; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree that includes twelve semester hours or eighteen quarter hours in accounting, finance, or statistics courses.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in conducting unemployment tax audits and enforcement of unemployment insurance tax laws.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Three years of professional level experience in unemployment insurance, accounting, banking, finance, bookkeeping, payroll, statistics, or determining eligibility for government benefit programs will substitute for the required accounting, finance, or statistics hours.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the field operations of the unemployment tax program in an assigned region of the state. Supervises, plans, assigns, reviews and coordinates the work of auditors. Assesses training needs and coordinates on the job training. Develops and recommends policies and procedures pertinent to the Tax Program. Explains and interprets unemployment insurance tax laws and regulations to taxpayers, accountants, attorneys and various governmental agencies. Provides technical assistance to auditors in conducting audits and in the resolution of tax collection, accounting and status cases. Counsels employees on work-related problems. Oversees the assessment and collection of unemployment taxes, penalties and interest. Interprets, reviews and explains any changes in unemployment laws, regulation and policies to staff and to the public. Represents department in meetings and hearings. Prepares correspondence, reports and audits as needed.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are performed both in and out of an office setting. Travel is usually performed within an assigned area of the state. Occasional overnight travel and travel throughout the entire state as well as some surrounding states will also be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.