

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

UNEMPLOYMENT INSURANCE REVENUE ANALYST I

POSITION CODE: 47081
Effective: 12-16-92

DISTINGUISHING FEATURES OF WORK:

Under general supervision in an assigned area of responsibility, performs maintenance and reconciliation of employer accounts to support compliance with the Unemployment Insurance Act; makes unemployment insurance liability determinations; authorizes and adjusts benefit charges; analyzes, reconciles and independently adjusts balances of agency held financial accounts; assesses and collects amounts due from delinquent employers and/or employers in bankruptcy; assures processing of employer remittances and contribution and wage reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reconstructs employer account records; compares and verifies rate determinations authorizes and adjusts charged rates; makes routine predecessor/successor determinations and financial account adjustments; determines and corrects balances; reconciles agency held employer records.
2. Provides interpretive assistance and specialized program advisory services by phone or in person to employers and their representatives, agency personnel, and related parties.
3. Researches, analyzes and reconciles account activities to facilitate the processing of employer remittances and contribution and wage reports.
4. Performs analysis and research of employer accounts that are delinquent and/or in bankruptcy; reconciles and corrects errors to assure accounting of contributions, interest and penalty due; issues formal demands for payment and determines further collection action as necessary, i.e., issues determinations and assessments, county liens and refers delinquent accounts to attorney general, administrative hearings and outside collection agencies; initiates field investigations to determine correct amounts due; initiates and monitors deferred payment agreements.
5. Receives and reviews employer generated protests of statements of benefit charges or contribution rate determinations; reviews protests in order to determine if corrections or adjustments are appropriate in accordance with the Unemployment Insurance Act; recalculates and makes adjustments to benefit charge amounts; issues director's orders with explanation of appeal rights; reviews reports to assure accurate designation of the benefit chargeable employer.

UNEMPLOYMENT INSURANCE REVENUE ANALYST I (Continued)

6. Determines appropriate remedy to correct predecessor/successor questions; verifies and corrects documentation to confirm transfers of ownership; researches refund requests to determine refundability; reconciles and corrects errors in account balances.
7. Reviews and analyzes routine wage affidavits for correctness of information; verifies account numbers, wages, and chargeable employer; establishes, monitors, analyzes and resolves benefit charge protests through the agency designated data systems.
8. Uses CRT, microfilm cartridges, viewers, printers, and other automated equipment to research and analyze agency held employer accounts in the performance of duties.
9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skills, and mental development equivalent to four years college with major coursework in accounting, business, mathematics or related field, with either one year professional experience in account maintenance investigation and analysis or, completion of an approved training program.

Knowledge, Skills and Abilities

Requires working knowledge of the Illinois Unemployment Insurance Act.

Requires working knowledge of employer rights and obligations related to unemployment insurance contributions.

Requires working knowledge of mathematical concepts.

Requires working knowledge of data bases and hard copy information sources within the agency.

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

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

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 level in carrying out position duties in conjunction with non-English speaking individuals.