

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 0204000***

<b>Unemployment Insurance Accounts Examiner, Grade 13</b>	<b>0204000</b>
<b>Senior Unemployment Insurance Accounts Examiner, Grade 17</b>	<b>0204100</b>
<b>Unemployment Insurance Accounts Assistant Supervisor, Grade 21</b>	<b>0204200</b>
<b>Unemployment Insurance Accounts Supervisor, M-2</b>	<b>0204300</b>

Brief Description of Class Series

Positions in this title series apply accounting principles and knowledge of the Unemployment Insurance (UI) law to perform or manage the calculation of employer UI contribution rates and adjust employer accounts. Incumbents apply knowledge of the UI law to answer questions from employers concerning their liability.

These positions are classified only at the Department of Labor (DOL).

Distinguishing Characteristics

*Unemployment Insurance Accounts Examiner*: entry level; calculates employers UI contribution rates, adjusts employers accounts, and answers employers' inquiries concerning status of accounts and rates.

*Senior Unemployment Insurance Accounts Examiner*: first-supervisory level; supervises and trains Unemployment Insurance Accounts Examiners and clerical staff.

*Unemployment Insurance Accounts Assistant Supervisor*: second-level supervisor; supervises staff within Employer Account Adjustment.

*Unemployment Insurance Accounts Supervisor*: one-position class; oversees the Employer Account Adjustment Section.

Illustrative Duties

*Unemployment Insurance Accounts Examiner*: reporting to a Senior Unemployment Insurance Accounts Examiner, examines employers status and ledgers; calculates, adjusts, and corrects UI contribution accounts and rates; prepares accounting adjustment entries; bills employers for amounts due; approves credit and refunds; refers delinquent accounts to the appropriate office; answers inquiries from

employers and their representatives concerning accounts, reporting requirements, liability for contribution, factors affecting the computation of individual employer contribution rates, and experience rating, and explains the law, rules, and regulations concerning joint accounts and voluntary contributions; and certifies information to the United States Internal Revenue Service (IRS).

*Senior Unemployment Insurance Accounts Examiner:* reporting to an Unemployment Insurance Accounts Assistant Supervisor, supervises the review, adjustment, and correction of employer UI contribution accounts, calculation and revision of rates, certification to the IRS, and provision of service to employers; clarifies and resolves accounting and reporting problems; contacts employers or their representatives to resolve delinquencies in reporting outstanding liabilities or assigned rates; personally handles and resolves employer account adjustment issues involving unusual or special problems not governed by procedures or set a precedent; reviews and authorizes employer refunds; prepares operating and special reports reflecting unit production; recommends improvements and revisions of procedures and operations; and trains Unemployment Insurance Accounts Examiners.

*Unemployment Insurance Accounts Assistant Supervisor:* reporting to an Unemployment Insurance Accounts Supervisor, analyzes operations and production reports; makes recommendations for procedural improvements; coordinates the work of a subsection with other sections within the UI Division; schedules and assigns staff to meet workload fluctuations and operating deadlines; implements training programs; instructs subordinate supervisory staff; personally reviews sensitive cases in which an employer's liability is disputed, the calculation is complex, and the resolution is without precedent; and reviews and authorizes employer refunds that have a high monetary value.

*Unemployment Insurance Accounts Supervisor:* oversees the calculation of employer contribution rates and other experience rating operations; oversees the maintenance of a large database of accounting records for registered employers; prepares the annual budget requirements based upon workload estimates; establishes the number and arrangement of units, flow of work, staffing requirements, and related needs; establishes policies and procedures covering all phases of work; instructs supervisory staff on division policy and procedures; supervises the investigation of complaints; and personally handles the most difficult personal contact and correspondence with employers.

### Minimum Qualifications

#### *Unemployment Insurance Accounts Examiner*

Open-Competitive: an associate's degree which must include six semester credit hours in accounting or statistics; or six semester credit hours in accounting or statistics and four years of office experience that must include one year of experience analyzing data

related to customer financial or tax documents; the application of pertinent rules, regulations, or laws; and contacting customers in order to explain determinations made on their accounts.

*Senior Unemployment Insurance Accounts Examiner*

Promotion: one year of service as an Unemployment Insurance Accounts Examiner.

*Unemployment Insurance Accounts Assistant Supervisor*

Promotion: one year of service as a Senior Unemployment Insurance Accounts Examiner.

*Unemployment Insurance Accounts Supervisor*

Promotion: one year of service as an Unemployment Insurance Accounts Assistant Supervisor.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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