

EMPLOYMENT PROGRAMS ANALYST**Nature of Work**

Under limited supervision, performs work independently at the full-performance level in the comprehensive reviewing, performance auditing and investigation of selected reviews/programs specific to the Bureau of Employment Programs. Communicates verbally and in writing with employers, claimants/customers and staff to collect and substantiate required information to verify compliance with policy, procedure, and Federal and State guidelines. Analyzes operational aspects of assigned audits, reviews and investigations. Attends and gives testimony in hearings, obtains warrants and represents the Bureau as required. Exercises independent judgement and has latitude to recommend changes in methods, procedures and operations to improve performance. Performs complex analysis and interpretation of Unemployment Compensation, Workers' Compensation, Job Service and Job Training Partnership Act laws and regulations. Works independently and in conjunction with other program staff. Position requires the use of an automobile for travel to customers. Required to keep confidential information obtained about sensitive situations. May on occasion be required to work during non-business hours, overnight stays and travel out-of-state. Performs related work as required.

Distinguishing Characteristics

This class differs from the Employment Programs Analyst, Senior by performing at the full-performance level working independently in the area of responsibility.

Examples of Work

- Conducts research and identifies sections of the Bureau rules, regulations, policy and procedures, state and federal code that addresses the areas of review.
- Performs internal audits and reviews to determine if there has been misuses of procedures, time, funds and/or equipment.
- Makes necessary contacts to collect and compile case records and program information.
- Locate witnesses and conduct interviews to obtain facts and evidence.
- Performs external audits of employer records to obtain wage, earning, employment history and reason of separation from employment.

EMPLOYMENT PROGRAMS ANALYST - CONT'D.**Examples of Work - Cont'd.**

Performs mathematical computations.
Analyzes results to determine adherence to laws, rules, regulations, policies and procedures that may be applicable.
Maintains comprehensive file folders including documentation and time tracking of each assigned review.
Writes a detailed summary report of each review, identifying errors, and reporting finding both to internal management and Federal agencies.

Knowledge, Skills and Abilities

Knowledge of the program objectives, policies, rules, standards and procedures of the Bureau of Employment Programs.
Knowledge of management principles, concepts and techniques.
Knowledge of interviewing, taking fact finding and sworn statements and administrative hearing protocol.
Ability to gather, organize and analyze facts to distinguish between essential and nonessential facts and between fundamental causes and symbols of weaknesses.
Ability to evaluate existing systems and arrange their component parts and processes into logical sequences.
Ability to perform basic mathematics, comprehend laws and regulations of program areas.
Ability to work independently in planning, coordinating and organizing projects and work activities, and complete assignments in prescribed time frames.
Ability to communicate effectively, both orally and in writing.
Ability to acquire computer skills.

Minimum Qualifications

TRAINING: Bachelor's degree from an accredited four-year college or university. Preference may be given to candidates with a major in public or business administration, industrial management, personnel management, communications or a related field.

SUBSTITUTION: Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

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EMPLOYMENT PROGRAMS ANALYST - CONT'D.

Minimum Qualifications - Cont'd.

EXPERIENCE: Three years of full-time or equivalent part-time paid professional or administrative experience in labor or industrial relations; public or business administration; progressively responsible investigative work; or system accounting or analysis in an insurance or employment related area that included planning, organizing, staffing, coordinating, reporting and budgeting.

SPECIAL REQUIREMENT: Availability of a vehicle for continuous use is a requirement of employment.

Established: 05/20/1999

Effective: 08/01/1999