

Minimum Qualification Specifications  
for the Class:

UNEMPLOYMENT INSURANCE COUNTY PROGRAM MANAGER  
(UNEMPLOYMENT INS CTY PRGM MGR)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3-1/2) years of professional experience which involved application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, in unemployment insurance program development and evaluation work, or in the examination of financial records to insure conformance with federal or State unemployment insurance laws.

Applicants must have had either one (1) year of experience comparable to the class Unemployment Insurance Specialist V or two (2) years of experience comparable to the class Unemployment Insurance Specialist IV in State service.

Supervisory or Staff Experience: One (1) year of either Supervisory or Staff Experience of the kind and quality described below:

Supervisory Experience: Professional experience in the field of unemployment insurance which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Staff Experience: Professional experience in the field of unemployment insurance which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

### **Substitutions Allowed**

Excess Supervisory or Staff Experience of the kind and quality described above may be substituted for Specialized Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class UNEMPLOYMENT INSURANCE COUNTY PROGRAM MANAGER, which were approved on December 7, 1992.

DATE APPROVED: 2/27/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development