

JFO #2382 notes

Acceptance of this grant was approved in expedited fashion. All JFC members were polled and responded without objection. Email responses are included in file. Sen. Sears responded via telephone.

Nathan Lavery - Re: JF0 #2382 information

From: Michael Obuchowski
To: Nathan Lavery
Date: 7/6/2009 4:08 PM
Subject: Re: JF0 #2382 information

Yes, the clarification helps. Thank you.

>>> Nathan Lavery 7/6/2009 4:05 PM >>>

I think by "not signed" you mean the email. For whatever reason, Mr. Douse didn't include a digital signature. But I have a copy of this email in my files, and I don't think its absence in any way invalidates the information.

The distinction is as follows: the request for NEW positions is for 8 new limited service positions. The supporting documents happen to mention an ADDITIONAL 9 positions that ARRA funding will help retain. These positions are not the subject of this position request, as they already exist. JFC is only considering the request to create 8 new limited service positions. Presumably, if this request were denied, it would have no impact on the use of ARRA funds to retain the 9 positions that already exist.

Does this help?

Nathan Lavery
Fiscal Analyst
Legislative Joint Fiscal Office
One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlavery@leg.state.vt.us

>>> Michael Obuchowski 7/6/2009 4:00 PM >>>

Why not signed? Still do not understand the 9 positions retained/8 new limited service positions created declarations? Does that mean 17 positions total? Thank you.

>>> Nathan Lavery 7/6/2009 3:18 PM >>>

I should have included this email exchange in the package I mailed out. These funds were apparently part of the ARRA appropriation, and so their acceptance and expenditure has already received legislative approval, but the positions were apparently not part of this appropriation.

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nlavery@leg.state.vt.us

>>> "Douse, Thomas" <Thomas.Douse@state.vt.us> 6/30/2009 10:40 AM >>>

Nathan,

Here is section b.403 for H.441 showing the ARRA appropriation that includes the money for UI>

AS PASSED BY HOUSE AND SENATE H.441

2009 Page 66

VT LEG 247887.1

Sec. B 403 Total Labor 38,499,136

Source of funds

ARRA funds 8,668,753

General fund 2,590,569

Special funds 3,243,228

Catamount fund 394,072

Federal funds 21,198,676

Interdepartmental transfers 2,403,838

Total 38,499,136

From: Teske, Charles

Sent: Monday, June 29, 2009 2:46 PM

To: 'Aaron.brodeur@state.vt.us'; Krauss, Coleen; Zeller, Susan; Douse, Thomas; Evslin, Tom

Subject: RE: Ltd Service pos. in Labor

Nathan-

I don't know where the gap is in the information trail, but this form was sent over to Aaron and Coleen more than a month ago. Also, this money **was** budgeted in FY2010. Just today Ruthellen Doyon sent a spreadsheet out showing that the \$1,000,000 had been approved (ESR-2 #30) and would be added to our appropriation total. I think Aaron might have a copy of the spreadsheet.

If there is any further information that you require, please do not hesitate to contact me.

Charlie Teske

VDOL Financial Director

Nathan Lavery - RE: JFO #2382 Position request by Labor department

From: "MARK LARSON" <marklvt@myfairpoint.net>
To: "Nathan Lavery" <nlavery@leg.state.vt.us>
Date: 7/8/2009 12:31 PM
Subject: RE: JFO #2382 Position request by Labor department

Nathan,

The request is ok with me.

Mark

-----Original Message-----

From: Nathan Lavery [mailto:nlavery@leg.state.vt.us]
Sent: Wednesday, July 08, 2009 12:21 PM
To: Diane Snelling; Martha Heath; Susan Bartlett; Janet Ancel; Peter Shumlin; Ann Cummings; Alexandra Maclean; Michael Obuchowski; Steve Klein; Mark Larson; dsears@sover.net; Richard Westman
Subject: JFO #2382 Position request by Labor department

Hello JFC members,

This email is intended as my first effort to contact each of you to solicit your opinions on JFO #2382 (request from Labor department for 8 limited service positions at the unemployment claims center). The administration requested expedited review of this request as the positions are to be funded with ARRA monies. RIF'd employees are eligible to fill these positions.

Please respond to this email indicating whether or not you are comfortable waiving the 30 day review process and approving this request immediately.

I will be attempting to reach you via telephone as well.

Thank you.

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Fiscal Analyst
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One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlavery@leg.state.vt.us

Nathan Lavery - Re: JFO #2382 Position request by Labor department

From: Peter Shumlin <pete@goputney.com>
To: Nathan Lavery <nlavery@leg.state.vt.us>
Date: 7/8/2009 12:33 PM
Subject: Re: JFO #2382 Position request by Labor department

OK with me. Peter

On Wed, Jul 8, 2009 at 11:20 AM, Nathan Lavery <nlavery@leg.state.vt.us> wrote:

Hello JFC members,
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Nathan Lavery
Fiscal Analyst
Legislative Joint Fiscal Office
One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlavery@leg.state.vt.us

Nathan Lavery - Re: JFO #2382 Position request by Labor department

From: "Susan Bartlett" <senatorbartlett@comcast.net>
To: "Nathan Lavery" <nlaavery@leg.state.vt.us>, "Diane Snelling" <dbsnelling@aol.com>, "Martha Heath" <mpheath@aol.com>, "Janet Ancel" <janetancel@earthlink.net>, "Peter Shumlin" <Pete@goputney.com>, "Ann Cummings" <ann@heneyrealtors.com>, "Alexandra Maclean" <AMaclean@leg.state.vt.us>, "Michael Obuchowski" <OBIE@leg.state.vt.us>, "Steve Klein" <SKLEIN@leg.state.vt.us>, "Mark Larson" <marklvt@myfairpoint.net>, <dsears@sover.net>, "Richard Westman" <westman@vsac.org>
Date: 7/8/2009 2:00 PM
Subject: Re: JFO #2382 Position request by Labor department

works for me Susan

----- Original Message -----

From: Nathan Lavery
To: Diane Snelling ; Martha Heath ; Susan Bartlett ; Janet Ancel ; Peter Shumlin ; Ann Cummings ; Alexandra Maclean ; Michael Obuchowski ; Steve Klein ; Mark Larson ; dsears@sover.net ; Richard Westman
Sent: Wednesday, July 08, 2009 12:20 PM
Subject: JFO #2382 Position request by Labor department

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Legislative Joint Fiscal Office
One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlaavery@leg.state.vt.us

Nathan Lavery - Re: JFO #2382 Position request by Labor department

From: Diane Snelling <dbsnelling@aol.com>
To: <nlaavery@leg.state.vt.us>
Date: 7/8/2009 2:35 PM
Subject: Re: JFO #2382 Position request by Labor department

Nathan,
Regarding the JFO # 2382 Position request by the Labor department, I will agree to expedite the grant for approval.
Diane

Diane Snelling
304 Piette Road
Hinesburg, Vermont 05461
802-482-4382

-----Original Message-----

From: Nathan Lavery <nlaavery@leg.state.vt.us>
To: Diane Snelling <dbsnelling@aol.com>; Martha Heath <mpheath@aol.com>; Susan Bartlett <senatorbartlett@comcast.net>; Janet Ancel <janetancel@earthlink.net>; Peter Shumlin <Pete@goputney.com>; Ann Cummings <ann@heneyrealtors.com>; Alexandra Maclean <AMaclean@leg.state.vt.us>; Michael Obuchowski <OBIE@leg.state.vt.us>; Steve Klein <SKLEIN@leg.state.vt.us>; Mark Larson <marklvt@myfairpoint.net>; dsears@sover.net; Richard Westman <westman@vsac.org>
Sent: Wed, Jul 8, 2009 12:20 pm
Subject: JFO #2382 Position request by Labor department

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Thank you.

Nathan Lavery

Nathan Lavery - RE: JFO #2382 Position request by Labor department

From: "Richard Westman" <Westman@VSAC.org>
To: "Nathan Lavery" <nlavery@leg.state.vt.us>
Date: 7/8/2009 2:51 PM
Subject: RE: JFO #2382 Position request by Labor department

ok

From: Nathan Lavery [mailto:nlavery@leg.state.vt.us]
Sent: Wednesday, July 08, 2009 12:21 PM
To: Diane Snelling; Martha Heath; Susan Bartlett; Janet Ancel; Peter Shumlin; Ann Cummings; Alexandra Maclean; Michael Obuchowski; Steve Klein; Mark Larson; dsears@sover.net; Richard Westman
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Nathan Lavery - Re: JFO #2382 Position request by Labor department

From: "Janet Ancel" <janetancel@earthlink.net>
To: "Nathan Lavery" <nlavery@leg.state.vt.us>, "Diane Snelling" <dbsnelling@aol.com>, "Martha Heath" <mpheath@aol.com>, "Susan Bartlett" <senatorbartlett@comcast.net>, "Peter Shumlin" <Pete@goputney.com>, "Ann Cummings" <ann@heneyrealtors.com>, "Alexandra Maclean" <AMaclean@leg.state.vt.us>, "Michael Obuchowski" <OBIE@leg.state.vt.us>, "Steve Klein" <SKLEIN@leg.state.vt.us>, "Mark Larson" <marklvt@myfairpoint.net>, <dsears@sover.net>, "Richard Westman" <westman@vsac.org>
Date: 7/8/2009 5:17 PM
Subject: Re: JFO #2382 Position request by Labor department

Sounds fine to me.
Janet

----- Original Message -----

From: Nathan Lavery
To: Diane Snelling ; Martha Heath ; Susan Bartlett ; Janet Ancel ; Peter Shumlin ; Ann Cummings ; Alexandra Maclean ; Michael Obuchowski ; Steve Klein ; Mark Larson ; dsears@sover.net ; Richard Westman
Sent: Wednesday, July 08, 2009 12:20 PM
Subject: JFO #2382 Position request by Labor department

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nlavery@leg.state.vt.us

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 8.5.375 / Virus Database: 270.13.3/2216 - Release Date: 07/03/09 05:53:00

Nathan Lavery - PROBABLE SPAM: Re: JFO #2382 Position request by Labor department

From: <MPHeath@aol.com>
To: <nlavery@leg.state.vt.us>, <Dbsnelling@aol.com>, <senatorbartlett@comcast.net>, <janetancel@earthlink.net>, <Pete@goputney.com>, <ann@heneyrealors.com>, <AMaclean@leg.state.vt.us>, <OBIE@leg.state.vt.us>, <SKLEIN@leg.state.vt.us>, <marklvt@myfairpoint.net>, <dsears@sover.net>, <westman@vsac.org>
Date: 7/8/2009 7:42 PM
Subject: PROBABLE SPAM: Re: JFO #2382 Position request by Labor department

I'm comfortable with waiving the 30 day review process. Martha

In a message dated 7/8/2009 9:29:32 A.M. Pacific Daylight Time, nlavery@leg.state.vt.us writes:

Hello JFC members,

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(802) 828-1488
nlavery@leg.state.vt.us

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Nathan Lavery - Re: JFO #2382 Position request by Labor department

From: <ann@heneyrealors.com>
To: "Nathan Lavery" <nlaavery@leg.state.vt.us>
Date: 7/9/2009 2:36 PM
Subject: Re: JFO #2382 Position request by Labor department

Its okay with me

Ann Cummings

Sent from my Verizon Wireless BlackBerry

From: "Nathan Lavery"
Date: Wed, 08 Jul 2009 12:20:32 -0400
To: Diane Snelling<dbsnelling@aol.com>; Martha Heath<mpheath@aol.com>; Susan Bartlett<senatorbartlett@comcast.net>; Janet Ancel<janetancel@earthlink.net>; Peter Shumlin<Pete@goputney.com>; Ann Cummings<ann@heneyrealors.com>; Alexandra Maclean<AMaclean@leg.state.vt.us>; Michael Obuchowski<OBIE@leg.state.vt.us>; Steve Klein<SKLEIN@leg.state.vt.us>; Mark Larson<marklvt@myfairpoint.net>; <dsears@sover.net>; Richard Westman<westman@vsac.org>
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(802) 828-1488
nlaavery@leg.state.vt.us



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: July 10, 2009
Subject: JFO #2382

The Joint Fiscal Committee has reviewed the following item and agreed to waive the remainder of the statutory 30 day review period and consider the Governor's approval of this item as final:

JFO #2382 — Request from the Vermont Department of Labor to establish eight (8) limited service positions at the unemployment claims center. These positions will be 100% federally funded through the American Recovery and Reinvestment Act (ARRA).
[JFO received 6/30/09]

We ask that you inform the Secretary of Administration and your staff of this action.

cc: Patricia Moulton Powden, Commissioner
Tom Evslin, Chief Recovery Officer



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Donna Sweaney
Senator Jeanette White

From: Nathan Lavery, Fiscal Analyst

Date: June 30, 2009

Subject: JFO #2382

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, please find enclosed ARRA grant request materials recently submitted for Joint Fiscal Committee approval. Joint Fiscal Committee Chair Michael Obuchowski requests your observations regarding the enclosed item(s).

cc: Rep. Michael Obuchowski
Stephen Klein



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 30, 2009
Subject: Position Request

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration. The administration, via the Department of Labor, has asked that the Joint Fiscal Committee waive the 30 day review process and approve this item as soon as possible. A letter requesting expedited review is included in the supporting materials.

JFO #2382 — Request from the Vermont Department of Labor to establish eight (8) limited service positions at the unemployment claims center. These positions will be 100% federally funded through the American Recovery and Reinvestment Act (ARRA). **Employees subject to reduction-in-force (RIF) measures will be eligible to fill these positions.**
[JFO received 6/30/09]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

Joint Fiscal Office staff will contact you on Wednesday or Thursday next week (July 8 or 9). If all members of the Joint Fiscal Committee are comfortable waiving the 30 day review period, this item will be considered accepted. Please review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like this item held for Joint Fiscal Committee review.

cc: James Reardon, Commissioner
Patricia Moulton Powden, Commissioner
Tom Evslin, Chief Recovery Officer

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

ARRA

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont Department of Labor Date: 5/28/09

Name and Phone (of the person completing this request): Ileen McGurran, HR Admin.

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____



1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

American Recovery and Investment Act (ARRA) for Unemployment Insurance

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
UC Customer Service Rep	6	UI Claims Center	2009-2011
UC Claims Adjudicator	2	UI Claims Center	2009-2011

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

High rate of Unemployment and the increase in the work load.



I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Signature of Agency or Department Head

Date

Approved/Denied by Department of Human Resources

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

Paulger, Molly

From: Teske, Charles
Sent: Friday, May 29, 2009 5:04 PM
To: Brodeur, Aaron
Cc: Paulger, Molly
Subject: UI ARRA Funded Positions

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Aaron-

There are 8 **NEWLY CREATED** limited service positions to be funded by the Unemployment Administrative Funding Grant, CFDA #17.225, which will receive an estimated \$1,000,000 in ARRA funds: 6 positions are UC (Unemployment Compensation) Customer Service Representatives to help handle the increased volume of claimants filing for unemployment benefits, and 2 positions are Claims Adjudicators, who review claimant filings and determine benefit eligibility. Position numbers have not yet been received.

The 9 positions (#825107,170,175,214,215,216,217,218 & 605) to be retained are all Temp UC Customer Service Reps who have been hired over the past six months to handle the increased volume of calls into the Claim Center.

If you require anything further, please do not hesitate to contact me.

Regards,


Charlie Teske
VDOL Financial Director

State of Vermont
Department of Labor

5 Green Mountain Drive
P.O. Box 488
Montpelier, VT 05601-0488
www.labor.vermont.gov

[phone] 802-828-4000
[fax] 802-828-4022

MEMO TO: Joint Fiscal Committee

FROM: Patricia Moulton Powden, Commissioner 

DATE: June 23, 2009

SUBJECT: Limited Service Unemployment Insurance Positions

I am writing this memo to request an accelerated handling of the request to create 8 limited service positions for the unemployment insurance program. As you are aware the workload at the unemployment claims center has increased significantly. As an example, during the week ending 06/13/2009 the department processed 17,046 weekly claims for benefits, an increase of 11,072 over the same week a year ago. At the initial increase of workload the department hired temporary staff but those staff are continually turning over creating an inefficient process of continually training new staff. We believe utilizing limited service positions that can expect a longer term of employment and receive benefits will allow the department to better serve the unemployed. In addition, we need to expand staff to handle current and anticipated claims and claims adjudication workload.

ARRA included a special distribution of funds to help states meet the increased number of claims. VDOL will use the \$994,000 of ARRA funding to support the 8 positions requested.

VDOL began the process of seeking these positions on May 7. The department takes responsibility for the delay as we did not understand or follow completely the special process for ARRA positions. However, the important thing is to get these positions on board, trained, and serving the unemployed as soon as possible.

I have attached copies of the job specifications. The entry level wage for customer service representatives is \$14.61 per hour and for adjudicators the starting wage is \$16.23 per hour. However, if a qualified employee who has been laid off from another state agency takes one of the jobs the pay will be higher.

If you have any questions, do not hesitate to contact me.

PMP:lc

Attachments

cc: Aaron Brodeur
Tom Evslin



I. UNEMPLOYMENT INSURANCE STATISTICS

Week Ending June 13, 2009

Activity	Program	06/13/2009	06/06/2009	06/14/2008	Change From:	
					Last Week	Last Year
Claims for	Regular	13,263	14,028	5,974	(765)	7,289
Weeks of	Extended Ben.	441	399	0	42	441
Unemployment	EUC08 Tier I	2,642	2,569	0	73	2,642
State	EUC08 Tier II	700	658	0	42	700
Totals	Total	17,046	17,654	5,974	(608)	11,072
Regular Claims For Weeks of Unemployment by Labor Market Area and Agent State	Barre	1,380	1,413	708	(33)	672
	Bennington	1,021	1,141	401	(120)	620
	Brattleboro	527	520	263	7	264
	Burlington	2,739	2,835	1,223	(96)	1,516
	Middlebury	581	613	228	(32)	353
	Morrisville	720	803	329	(83)	391
	Newport	967	986	358	(19)	609
	Rutland	1,898	2,055	966	(157)	932
	St. Albans	990	1,053	439	(63)	551
	St. Johnsbury	720	781	295	(61)	425
	Springfield	712	738	313	(26)	399
White River	490	532	229	(42)	261	
Agent State	518	558	222	(40)	296	
Number of Benefit Payments	Regular	12,833	13,301	5,419	(468)	7,414
	Extended Ben.	405	354	0	51	405
	EUC08 Tier I	2,742	2,629	0	113	2,742
	EUC08 Tier II	734	720	0	14	734
	Total	16,714	17,004	5,419	(290)	11,295
Amount of Benefit Payments	Regular	\$3,897,732	\$4,037,501	\$1,539,217	(139,769)	2,358,515
	Extended Ben.	\$126,693	\$112,179	\$0	14,514	126,693
	EUC08 Tier I	\$829,414	\$783,202	\$0	46,212	829,414
	EUC08 Tier II	\$220,506	\$203,134	\$0	17,372	220,506
	Total	\$5,074,345	\$5,136,016	\$1,539,217	(61,671)	3,535,128
Trust Fund	Cash Balance	\$80,987,482	\$84,984,472	\$161,121,304	(3,996,990)	(80,133,822)
	Loan Balance	\$0	\$0	\$0	0	0
	Net Balance	\$80,987,482	\$84,984,472	\$161,121,304	(3,996,990)	(80,133,822)

II. TOTAL UNEMPLOYMENT RATE COMPARISON

State and National 1/ (SEASONALLY ADJUSTED)	Apr-2009	Mar-2009	Apr-2008	Change From:	
				Last Month	Last Year
Vermont	7.1%	7.2%	4.6%	-0.1%	2.5%
Connecticut	7.9%	7.5%	5.2%	0.4%	2.7%
Maine	7.9%	8.1%	5.1%	-0.2%	2.8%
Massachusetts	8.0%	7.7%	4.8%	0.3%	3.2%
New Hampshire	6.3%	6.2%	3.7%	0.1%	2.6%
New Jersey	8.4%	8.3%	5.0%	0.1%	3.4%
New York	7.7%	7.8%	5.0%	-0.1%	2.7%
Rhode Island	11.1%	10.6%	7.1%	0.5%	4.0%
United States	8.9%	8.5%	5.0%	0.4%	3.9%

NOTE: TOTAL UNEMPLOYMENT RATES REFLECT SEASONALLY ADJUSTED DATA.

1/ Excludes Armed Forces

Equal Opportunity is the Law - The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).



Job Specifications

UC CUSTOMER SERVICE REPRESENTATIVE

Job Code: 236700

Pay Plan: CLS Salary Administration Plan

Pay Grade: 17

Occupational Category: Admin. Svcs. HR & Fiscal Oper.

Effective Date: 12/07/2008

Class Definition:

Specialized work for the Department of Labor involving the interviewing of claimants by telephone for unemployment benefits. Duties involve conducting initial and subsequent assessment of individual needs, and persuading claimants to accept referrals to Career Resource Centers for reemployment services. Duties will include investigation and resolution of eligibility issues. Work is performed under the supervision of an administrative supervisor.

Examples of Work:

Conducts initial interviews by telephone with applicants for unemployment benefits. Explains program and applicant responsibilities and processes via microcomputer using a Windows environment. Performs special program claims such as unemployment compensation for ex-service persons, unemployment compensation for federal employees, combined wage claims, short term compensation claims, Trade Readjustment Act, North American Free Trade Act, and disaster unemployment assistance. Conducts periodic interviews with clients filing for benefits to verify work search reports and elicit changes in eligibility status or availability. Persuades claimants to accept referrals to employment service training programs, and, when necessary, supportive services. Conducts customer surveys. Provides expert testimony on appealed claims. Directs some claimants to actively seek work. Performs related duties as required.

Environmental Factors:

Incumbents must be able to work in stressful and sometimes emotional situations and treat the public with sensitivity, fairness, and tact. Incumbents may encounter clients who are uncooperative or who may be hostile during interviews for which considerable human relations skills are required. Workload volume will be extremely high on occasion.

Minimum Qualifications:

Knowledge, Skills and Abilities

Working knowledge of interviewing principles and practices.

Working knowledge of local area economic and employment conditions.

Working knowledge of unemployment law.

Working knowledge of Departmental work and training program policies and procedures.

Ability to establish and maintain effective working relationships.

Ability to obtain pertinent information from applicants regarding education, training, and vocational goals.

Ability to work independently.

Ability to communicate effectively, both orally and in writing.

Education and Experience

Education: Associate's degree.

Experience: One year at or above a technical level in employment services, unemployment compensation programs, customer service or working in a Call Center.

OR

Education: High School graduation or equivalent.

Experience: Two years at or above a technical level in employment services, unemployment compensation programs, customer service or working in a Call Center.

Special Requirements

n/a

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Job Specifications

UC SENIOR CLAIMS ADJUDICATOR

Job Code: 236100

Pay Plan: CLS Salary Administration Plan

Pay Grade: 21

Occupational Category: Admin. Svcs. HR & Fiscal Oper.

Effective Date: 11/02/2003

Class Definition:

Technical, functional, and quasi-legal work for the Department of Employment & Training involving program supervision of the adjudication of contested claims for benefits under the Unemployment Compensation law. Duties include ensuring that determinations and decisions are in compliance with Unemployment Compensation law, procedures, precedents and policies. Work is performed under the general supervision of an E&T Manager.

Examples of Work:

Reviews decisions on contested claims for benefits issued by central office adjudications personnel to assure completeness and pertinence of facts, clarity of language, and conformity to law and established precedents. Issues all decisions involving labor disputes, multi-claimant cases, new issues where there is no established policy, and other difficult or unusual cases. Issues reconsidered decisions as necessary. Trains Central Office adjudicators. Makes recommendations for improvements in fact-finding and decision making procedures. Develops and maintains Precedent Manual of court and agency decisions; prepares syllabi of cases and statements of Department policy. Drafts additions or changes to existing laws and rules. Prepares research studies, and attends training conferences. Conducts quarterly reviews of non-monetary determinations and takes necessary action to improve quality and timeliness in compliance with federal regulations. Performs related duties as assigned.

Environmental Factors:

Duties are generally performed in a standard office setting, but with some field work, for which private means of transportation must be available. Some overtime or evening work may be required. There is considerable interaction with field and central office staff. Stress from deciding difficult cases may be anticipated.

Minimum Qualifications:

Knowledge, Skills and Abilities

Considerable knowledge of the provisions of the Vermont Unemployment Compensation law and federal laws pertaining to the payment of Unemployment Compensation benefits.

Knowledge of Department rules, regulations, precedents, policies, and procedures pertaining to payment of benefits.

Ability to interpret and apply pertinent laws, policies, rules and regulations both in general and to specific cases.

Ability to gather and evaluate facts, identify issues, and develop logical conclusions and decisions.

Ability to evaluate quality of fact-finding and decisions and recommend procedural changes.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally and in writing.

Education and Experience

Education: Bachelor's degree.

Experience: Four years at or above a technical level in business or public administration or in employment related work, including at least two years as a UC Claims Adjudicator.

Education: High school graduation or equivalent.

Experience: Six years at or above a technical level in business or public administration or in employment related work, including at least two years as a UC Claims Adjudicator.

Note: College work with courses in public or business administration, personnel administration, labor or industrial relations, or legal studies may be substituted for the general experience on a semester for six months basis.

Special Requirements

n/a

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