

CLASSIFICATION: CHAIRMAN, UNEMPLOYMENT COMPENSATION APPEALS TRIBUNAL I

Class Code: 1650-27

Date Established: 07-01-50

Occupational Code: 7-5-5

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: Conducts appeal hearings pertaining to unemployment compensation, trade act laws, and other related federal programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- conducts quasi-judicial hearings on appeals to ensure fair and impartial hearings and to allow or deny benefits.
- Subpoenas witnesses and instructs participants regarding hearing procedures.
- Researches related benefit decisions in other states and higher courts to increase legal background necessary for proper decision making.
- Confers with other tribunal members to arrive at a decision, contributing detailed knowledge of law provisions concerned, complementary rules and regulations and precedent.
- Writes decisions to support the payment or denial of benefits, citing relevant testimony heard and pertinent sections of the law.
- Orders repayment of benefits and assigns employer charges.
- Develops policies and procedures relative to the unemployment compensation appeals hearing program and attends related meetings and seminars as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in business, economics, labor relations, or law. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in business management, business law or unemployment compensation adjudication, with at least two years of adjudication experience concerned with claims administration and one year of supervisory experience. Those candidates lacking supervisory experience must be willing to attend and successfully complete the Certified Public Supervisor Program. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of valid New Hampshire driver's license and/or access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of state, federal laws and regulations pertaining to the employment security program. Knowledge of the Unemployment Compensation Laws and legal interpretations. Knowledge of the principles and procedures of evidence to be followed in conducting quasi-judicial hearings. Knowledge of the principles and practices of public administration. Skill in analyzing and appraising testimony, evidence, legal and administrative documents and records. Ability to communicate effectively. Ability to establish and maintain effective working relationships with other administrative officials, tribunal members and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.