

CLASSIFICATION: TAX UNIT SUPERVISOR

Class Code: 9278-24

Date Established: 06-13-77

Occupational Code: 7-7-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To supervise work activities in the areas of employer tax status, employer account tax monies, or field collections and to monitor compliance with N.H. unemployment compensation laws.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises work activities of staff administering the unemployment compensation laws in the areas of employer tax status, employer account tax monies, or field collections.
- Renders decisions relative to employer coverage, tax liability, and determinations of coverage.
- Assigns field audits to field agents, reviews completed reports, and trains field agents in collection procedures.
- Assesses tax rates and adjustments according to New Hampshire law for new, merged, and acquired businesses.
- Establishes procedures for auditing employer contribution reports and for reviews of field audit reports.
- Utilizes established methods and procedures to identify nonregistered employers to prevent circumvention of the unemployment compensation laws.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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 an accredited college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in accounting, business administration, labor or industrial relations, personnel management or public employment service, with at least one (1) year of supervisory experience. Those candidates lacking supervisory experience must be willing to attend and receive certification from the *Certified Public Management Program - Level 1*. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Extensive knowledge of modern principles, methods and techniques of business management. Extensive knowledge of accounting and auditing theory and practices. Considerable knowledge of the Unemployment Compensation Law as amended, as it applies to the state of New Hampshire. Ability to exercise sound judgement in appraising situations and making decisions. Ability to communicate clearly and concisely both orally and in writing. Ability to supervise and direct the work of other employees. Ability to establish and maintain effective working relationships with employers, fellow employees and members of the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.