



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
06/13/2024

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Employment Department

Facility: Central Office

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Compliance Specialist 3</u>		b. Classification No: <u>C5248</u>	
c. Effective Date: _____		d. Position No: _____	
e. Working Title: <u>Case Presenter</u>		f. Agency No: <u>47100</u>	
g. Section Title: <u>Contributions and Recovery Division</u>		h. Budget Auth No: _____	
i. Employee Name: _____		j. Repr. Code: <u>OAH</u>	
k. Work Location (City – County): <u>Salem, Marion</u>			
l. Supervisor Name: _____			
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the Unemployment Insurance (UI) Benefits Program and the Paid Family Medical Insurance Program (Paid Leave Oregon). The overall mission of the UI and Paid Leave Oregon system is to promptly collect taxes when due and promptly pay benefits when due.

UI benefits provide a partial wage replacement to workers who are unemployed through no fault of their own, thus maintaining a level of purchasing power to assist local economies. It affects unemployed workers and communities throughout Oregon, as well as Oregonians whom have moved to other states. It is the largest single program in the department employing the most workers in central and field offices utilizing the majority of the agency funds for its administration.

The Paid Leave Oregon program provides employees compensated time off from work to care for and bond with a child during the first year of the child's birth or arrival through adoption or foster care, to provide care for a family member who has a serious health condition, to recover from their own serious health condition, and to take leave related to domestic violence, stalking, sexual assault or harassment (safe leave).

UI and Paid Leave Oregon benefits represent one part of the three-part agency purpose which includes creating worker financial stability, matching workers with jobs, and developing labor market information used throughout the state.

The role of the Contributions and Recovery Division within the Employment Department is to have a low cost, equitable contribution system that allows accurate and prompt payment of benefits to unemployed workers or those seeking paid leave. The focus is to increase voluntary employer compliance statewide, maximize necessary enforcement, and maintain a quality accounting system.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to present claim cases in administrative hearings on behalf of the Employment Department. This includes evaluating and interpreting applicable state, federal and case law; identifying and presenting evidence; preparing, examining and cross-examining witnesses; drafting written documents such as opening and closing statements; and negotiating settlements with employers and their attorneys. In addition, this employee will assist with other legal issues such as administrative rule writing; evaluating of agency programs against governing federal, state and case law as well as US Department of Labor Program Letters; recommending changes in agency policies and procedures to assure conformity; and assisting in drafting Bill Analyses during Legislative Session.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
5%	NC	E	Develop and provide staff training related to contested cases.
10%	NC	E	Participate in writing of Administrative Rules and Legislative concepts, including research and interpretation of associated statutes and case law, and composing language. Analyze proposed legislation and assist with Bill Analyses.
80%	NC	E	Review hearing files for completeness and proper application of the law. Consult with management and staff to for additional information and to prepare for hearing. Research related statutes, rules and case law. Negotiate settlements and approve settlements of a certain amount or for management approval. Personally appear at prehearings and hearings, either in person or by telephone, to serve as an authorized representative for the agency. Examine and cross examine witnesses. Write briefs, closings or other documents as

			required. Prepare case files for higher appeals. Make recommendations to management related to interpretations of laws and case law, and their application; as well as procedures surrounding conduct of hearings.
5%	NC	E	Other duties as assigned at the request of management.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Continually dealing with politically sensitive issues and legal deadlines.
 Requires concentration while working on highly technical information with constant interruptions.
 High volume of quality work must be accomplished with rigid time frames.
 Open office environment with constant telephone and in-person requests for technical assistance.
 May require extended hours during periods of heavy workload.
 May require overnight travel in difficult weather conditions.
 Requires polite, professional attitude at all times while shifting from one task to another.
 Must meet rigid deadlines on inter-sectional and inter-agency projects.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Various Oregon Statutes relating to taxation, unemployment insurance, licensing, labor, and collections including Oregon Revised Statutes 657, and Oregon Revised Statutes 657B
 ORS 183, The Administrative Procedures Act.
 Oregon Administrative Rules.
 State and Federal Case Law.
 Federal Regulations, such as FUTA, SSA and Tax Code.
 Other Statutes, Precedential Law, Regulations, and Ordinances as required.
 Employment Department and Department of Administrative policies and procedures.
 Unemployment Insurance Program Letters.
 Audit procedures.
 The Oregon Employment Department Tax and Benefits Manuals, and
 Confidentiality Handbooks of the Employment Department and the Department of Revenue.

b. How are these guidelines used?

Staff must continually review and revise rules, procedures and manuals to conform to changing state and federal law. Staff must also assist customers with the proper application of the law.

The Federal Unemployment Tax Act sets basic guidelines for the State Statutes and Administrative Rules. When issues cannot be resolved by applying state statute, auditors must reference and apply law from the Federal Unemployment Tax Act and the IRS Code.

Tax Manual and Benefit Manual set procedures for processing work in both sections and set guidelines for the flow of information between the two sections.

Policies in the Confidentiality Handbook must be applied to all work performed and records reviewed in the performance of the job.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Agency Management	Telephone, email, in person	Assignment of work, special projects	Daily
Contributions and Recovery Division	Telephone, email, in-person	Projects, inquiries, statistics, application of the law, processes and procedures	Weekly
Oregon Employers	Telephone, email, fax, mail	Employer assistance, seminars and training	Daily
Employer Representatives (CPAs, Attorneys)	Telephone, email, fax, mail	Development of systems, troubleshooting, reporting assistance, appeals, general inquiries, seminars	Daily
Administrative Law Judges	Telephone, in-person	As part of the pre-hearing or hearing	Daily
UI Claimants	Telephone, email, fax, mail	Witnesses	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Interpretation of the law to assure that we are operating in conformity with the myriad of state and federal laws,

Determination of acceptable terms for settlements and compromises.

Determination of best practices within and outside of the agency so that work is performed accurately, effectively and efficiently,

Provide the best service to customers within the framework of law and procedures.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Business Operations Manager 2	0002013	Telephone, occasionally accompany on work, email, electronic review of work	Ongoing	Quality and quantity of work, good customer service and interpersonal skills, compliance with procedures

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Valid driver's license and satisfactory driving record.
Reliable automobile or alternate transportation if state car is not provided.
Investigative skills (i.e. interviewing, researching, analyzing and determining action).
Ability to understand and explain complex subject matter.
Attention to detail.
Proficient interpersonal skills.
Professional writing skills.
Ability to work independently.
Ability to complete tasks in a timely manner.
This position requires successfully passing a criminal records check, which may require a fingerprint-based records check, as a condition of employment.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		