



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONTRIBUTIONS EXAMINER III	33	E	7.263
CONTRIBUTIONS EXAMINER II	30	E	7.265
CONTRIBUTIONS EXAMINER I	28	E	7.266

SERIES CONCEPT

Contributions Examiners are responsible for the accurate registration of liable employers for unemployment insurance, reporting and collection of federally and State mandated unemployment taxes and State mandated employment taxes, and determination of liability of employers' tax liability dates, tax rates and eligible years of experience rates.

Review and analyze delinquent employer accounts and accounts in collection to determine if legal action is warranted; calculate monies owed; verify the accuracy of all information and prepare necessary documents to be filed with the District and/or County Court in order to initiate or terminate legal action.

Investigate the location of employer assets and initiate garnishment papers to verify existence of assets; place a hold on disposition and establish writs of execution and instructions to the Sheriff's Office to effect seizure of assets if necessary.

Maintain accounts, review statistical reports, identify and investigate errors, and make necessary adjustments to ensure accuracy.

Review status of accounts and initiate actions to bring delinquent accounts current by contacting employers to promote compliance with requirements and/or arrange for payment of outstanding liabilities including installment payment plans; monitor and follow up on agreements to ensure employer compliance.

Communicate with employers, claimants, attorneys, accountants and other interested parties regarding issues of unemployment taxes which may require explanation and interpretation; advise employers of their rights and responsibilities under the unemployment compensation program.

Verify the accuracy of billing statements for reimbursable accounts prior to mailing and make appropriate adjustments as necessary; calculate annual charges for reimbursable non-profit, government, political subdivision and voluntary election accounts; and prepare and submit the information to the research section.

Analyze information received on disputed benefit claims including claimant statements and field reports to determine employers' liability and if information is sufficient to resolve claims; authorize or deny usage of wage credits for claimants or refer cases to supervisor for further investigation.

Perform related duties as assigned.

CLASS CONCEPTS

Contributions Examiner III: Under general supervision, incumbents direct the activities of a work unit within the Contributions Section of the Division of Employment Security. Incumbents are responsible for implementing policies and procedures to accurately collect and report federally and State mandated unemployment taxes. They

CONTRIBUTIONS EXAMINER III	33	E	7.263
CONTRIBUTIONS EXAMINER II	30	E	7.265
CONTRIBUTIONS EXAMINER I	28	E	7.266

Page 2 of 3

CLASS CONCEPTS (cont'd)

Contributions Examiner III: (cont'd)

supervise lower level Contributions Examiners including selection, training, work assignment and review, performance evaluation and discipline. They also coordinate scheduling of the production of statements; review status of accounts; approve actions to bring delinquent accounts current and refund or waive monies due; maintain accounts by compiling and reviewing reports; and identify and investigate errors and coordinate necessary adjustments. This is the supervisory level in the series.

Contributions Examiner II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Contributions Examiner I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

CONTRIBUTIONS EXAMINER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of collections experience involving the interpretation and application of rules, regulations and laws, two years of which included collection of taxes; **OR** one year of experience as a Contributions Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: various types of business enterprises such as sole proprietorships, corporations, partnerships, and non-profit groups; federal regulations and State statutes regarding unemployment taxation; automated systems used to input and retrieve information and coordinate the production of reports and statements; federal bankruptcy guidelines; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: supervisory techniques including selection, training, motivation, establishing work performance standards, performance evaluation and discipline; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

CONTRIBUTIONS EXAMINER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of bookkeeping or collections experience involving the interpretation and application of rules, regulations and laws; **OR** one year of experience as a Contributions Examiner I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: investigative techniques to identify employer assets; practices and terminology of accounting and bookkeeping; interviewing techniques; analyzing and interpreting reports, records and information; mathematical computations necessary to effectively calculate taxes, assessments and penalties; automated systems sufficient to enter and retrieve information; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Contributions Examiner III.)

CONTRIBUTIONS EXAMINER III
 CONTRIBUTIONS EXAMINER II
 CONTRIBUTIONS EXAMINER I

33 E 7.263
 30 E 7.265
 28 E 7.266

Page 3 of 3

MINIMUM QUALIFICATIONS (cont'd)

CONTRIBUTIONS EXAMINER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of bookkeeping or collections experience involving the interpretation and application of rules, regulations and laws; **OR** two years of experience which included contact with the public to explain procedures and elicit facts, make determinations and verify financial information, compose reports and correspondence, make basic mathematical calculations, and interpret written materials; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: practices and terminology of accounting; bookkeeping and recordkeeping methods and practices; standard office procedures, practices and methods; operation of office equipment including personal computer, calculator, copier, and fax machine. **Ability to:** compose routine business correspondence and reports; analyze and interpret complex information; communicate effectively both orally and in writing; establish and maintain positive working relationships with others; read, understand and explain policies, procedures and regulations. **Skill in:** basic mathematical computation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Contributions Examiner II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.263</u>	<u>7.265</u>	<u>7.266</u>
ESTABLISHED:	07/01/87P 04/14/87PC	07/01/87P 04/14/87PC	07/01/87-12P 04/14/87PC
REVISED:	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC
REVISED:	12/17/04PC	12/17/04PC	12/17/04PC
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC