

<p>35%</p>	<p>Supervises and coordinates the activities of staff involved in claim filing, determinations, appeals, adjustments and/or provision of information on UI and Workforce Service (WS) programs. Operates unit according to all appropriate Department regulations, memoranda, and directives, and all field office procedures. Trains and ensures that staff understand and comply with all policies and procedures.</p>
<p>25%</p>	<p>Provides on-the-job training to staff and performs work review of journey level staff and trainees. Evaluates performance, and monitors production levels of staff assigned to the unit by reviewing daily work output informally, maintaining daily and monthly productivity records for individuals, and the unit as a whole, and conducting regular formal evaluations.</p> <p>Completes evaluations utilizing the Field Office Basic Evaluation System (FOBES), reviews staff work and provides a narrative summary in a timely manner. Tracks the production of unit staff using CCPulse reports. Analyzes workload to determine necessary staffing levels so that all work is assigned to the unit according to Department timelines. In establishing determination schedules using the Unemployment Insurance Scheduling System (UISS), uses data from UI reports and workload counts to set up the proper number and types of schedules based on workload and staff availability.</p>
<p>15%</p>	<p>Provides for maximum communication between unit members and supervision/ management. Conducts regular unit meetings and engages in frequent informal contacts with staff at which time information is shared, questions answered, and staff are given the opportunity to interrelate. Disseminates information to staff via e-mail, photocopies of memos, notes received from management team meetings, section meetings, or other workgroup meetings to which the supervisor is a party. Ensures sufficient time is allowed to discuss staffs' recommendations for process improvements. Uses tools of quality management, such as flow charting, cause and effect diagrams, and data collection matrices to lead staff in process improvement efforts; may facilitate team efforts in problem analysis and solutions. Attends and participates in section and management team meetings. Keeps senior management and peer managers informed of personnel and procedural problems.</p>
<p>10%</p>	<p>Performs record keeping, reporting, and other miscellaneous supervisory duties, including recommending approval or denial of leave requests, maintaining adequate records of workload statistics to be able to prepare required reports and evaluations, and reading and disseminating information on EDD policies and procedures.</p> <p>Ensures that all staff sign in and out accurately, and that absences for all staff are recorded on applicable time reporting documents. All time reporting documents must be submitted accurately and promptly as required.</p> <p>Acts as liaison between the UI Centers, Authorization Centers, Division, other State agencies, and external partners. Ensures internal and external customers are adequately served, issues are identified and resolved at the lowest level possible to the mutual benefit of all participants.</p>
<p>10%</p>	<p>Participates as an active and cooperative member of any local user group and works with other UI Centers to ensure procedures are consistent enterprise-wide.</p> <p>May attend meetings of these user groups, share opportunities for improvement, listen to and address the needs of partner offices, and work to build consensus on recommended procedural changes</p>

Civil Service Classification
Employment Program Manager I LT

Position Number
280-145-9189-946

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file