

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LIABILITY EXAMINER

JOB DESCRIPTION

Employees in this job perform a variety of paraprofessional activities to determine employer liability for unemployment tax contributions and whether certain employee services and/or wages are covered under the provisions of the Michigan Employment Security (MES) Act. Work is performed through the application of knowledge related to the policies, procedures, regulations, practices, methods, and laws used in determining unemployment tax liability.

There are three classifications in this job.

Position Code Title – Liability Examiner-A

Liability Examiner 8

This is the beginning level. The employee works in a learning capacity while receiving on-the-job training and close supervision and review of assignments.

Liability Examiner 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of liability examiner assignments.

Liability Examiner E10

This is the experienced level. The employee performs a full range of liability examiner assignments and uses considerable independent judgement in making decisions requiring the interpretation of the Michigan Employment Security Act and other guidelines with considerable latitude to a variety of work situations.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Examines employer registration forms, records, audit reports, and other documents to determine employer liability for unemployment tax contributions and issues determination on same.

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Examines legal documents such as articles of incorporation, by-laws, affidavits, contracts federal rulings, court orders, etc., to determine the legal entity of employers.

Conducts investigations through correspondence, telephone contacts, information conferences, and field audit requests to obtain additional information.

Interviews claimants, employers, and others on contested or questionable claims or quality control reviews, summarizes pertinent facts for the record and if appropriate obtains affidavits and signed statements.

Decides and issues written determinations, redeterminations, and reconsiderations of employer subjectivity to the MES Act, successorship, and employees' eligibility or exclusion, on the basis of law, court ruling, regulations, etc.

Investigates facts in disputed cases of employer status.

Confers with employers and/or their representatives to discuss protests to determinations, redeterminations, and reconsiderations to obtain additional facts and to explain liability provisions of the MES Act.

Retrieves employee database files contained in the computer.

Resolves problems with employer files and routes changes, in writing, to the appropriate unit.

Issues redeterminations affirming, modifying, or reversing prior decisions.

Explains to employers and other interested parties provisions of the MES Act, federal laws, policies, and procedures pertaining to liability determinations, redeterminations, and reconsiderations.

Assists employers seeking an appeal, including processing all forms and submitting request and pertinent information to referee or Board of Review.

Attends referee and/or Board of Review hearings as a witness on behalf of the Unemployment Insurance Agency.

May train new or lower-level Liability Examiners.

Performs on-site audits of employer payroll records to determine accuracy.

Reviews amendments to the MES Act, legal decisions, administrative rules, federal laws, policies and procedures, etc., in deciding and issuing determinations, redeterminations and reconsiderations.

Maintains records, prepares reports, and drafts correspondence.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of business practices, types of business entities, and business terminology and definitions.

Knowledge of the MES Act and related judicial decisions and administrative rulings.

Knowledge of pertinent state, federal, and departmental rules, regulations, policies, and procedures.

Knowledge of the methods and problems involved in making determinations of employer status.

Knowledge of informational and fact-finding interviewing techniques.

Ability to read, interpret, and apply policies, procedures, regulations, practices, methods, laws, etc., in determining unemployment tax liability.

Ability to review amendments to the MES Act, legal decisions, administrative rules, federal laws, policies, procedures, etc., for application in the determination and redetermination process.

Ability to interview, investigate, assemble, and analyze data to determine facts and draw reasonable conclusions.

Ability to operate the applicable computer system.

Ability to explain to employers and other interested parties determinations, redeterminations, reconsiderations, and appeals through the interpretation and application of the MES Act and established methods and procedures.

Ability to follow oral and written instructions.

Ability to work under deadlines.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

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Working Conditions

Work involves significant computer use, processing appeals, and possible appearances at hearings as a witness.

Physical Requirements

None.

Education

Possession of an associate's degree in any major with at least 16 semester (24 term) credits in business.

Experience

Liability Examiner 8

No specific type or amount is required.

Liability Examiner 9

One year of experience equivalent to a Liability Examiner 8.

Liability Examiner E10

Two years of experience equivalent to a Liability Examiner, including one year equivalent to a Liability Examiner 9.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIABTYEXM

Job Code Description

Liability Examiner

Position Title

Liability Examiner-E

Position Code

LIBYEXME

Pay Schedule

E42-012