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FUNCTIONAL STATEMENTS
AND
STAFFING PATTERNS

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don't already have
one*

IOWA EMPLOYMENT SECURITY COMMISSION
1000 EAST GRAND
DES MOINES, IOWA 50319

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IESC

1996

METHODS AND PLANNING
DEPARTMENT
FEBRUARY, 1973

T A B L E O F C O N T E N T S

IOWA EMPLOYMENT SECURITY COMMISSION.....	1
ORGANIZATION CHART AND STAFFING PATTERN.....	2
COMMISSION STAFF.....	3
STAFF DEPARTMENTS - ORGANIZATION CHART.....	5
New Careers.....	6
Information Services.....	8
Methods and Planning.....	11
Personnel.....	15
Research and Statistics.....	19
Staff Development.....	41
Data Processing.....	43
Legal and Appeals.....	53
Legal Counsel (See COMMISSION STAFF)	
DIVISIONS - ORGANIZATION CHART.....	59
EMPLOYMENT SERVICE.....	61
UNEMPLOYMENT INSURANCE.....	81
Tax Functions.....	87
Employer Liability Audit.....	97
Claims.....	105
RETIREMENT (Iowa Public Employees' Retirement System).....	117
ADMINISTRATIVE SERVICES.....	129
APPENDIX	

IOWA EMPLOYMENT SECURITY COMMISSION

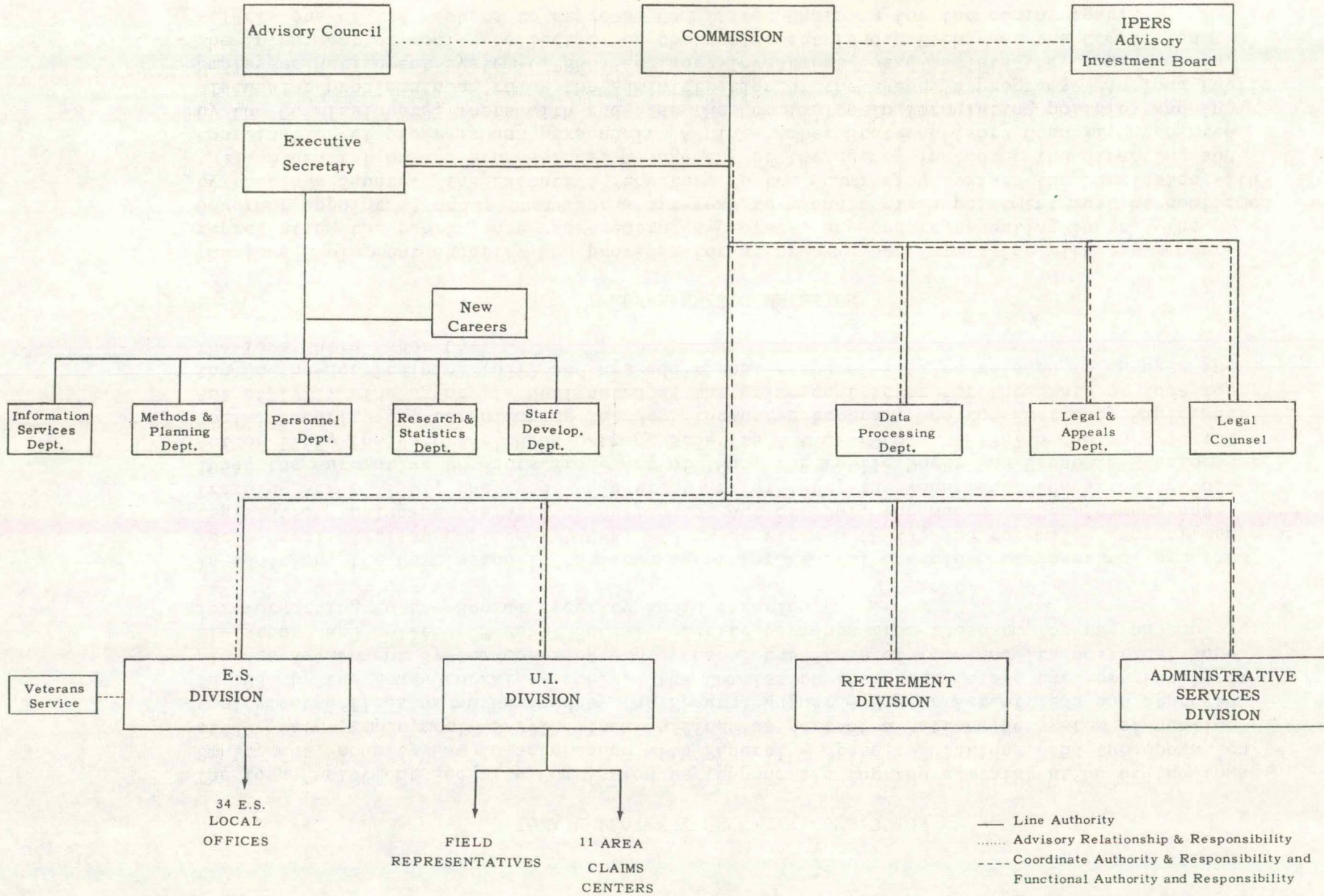
The Iowa Employment Security Commission is responsible for the administration of the Iowa Employment Security Law in accordance with Federal - State regulations, and the operation of 34 State Employment Service local offices as part of a nationwide system of public employment offices as authorized by the Federal Wagner - Peyser Act of 1933 and approved in 1934 by the Iowa General Assembly. The Commission also administers the Iowa Public Employees Retirement System covering employees of the State of Iowa and its political subdivisions, and collects Federal Social Security payments from these employers and employees for forwarding to the Social Security Administration.

In addition, the Commission is the Iowa agent for Federal unemployment insurance programs for Federal civilian employees (UCFE) and ex-servicemen (UCX), and for major Federal manpower legislation including the Area Redevelopment Act of 1961, the Manpower Development and Training Act of 1962, the Trade Adjustment Act of 1962, the Vocational Education Act of 1964, the Automotive Products Trade Act of 1965, the Public Works and Economic Development Act of 1965, the Veterans' Readjustment Benefits Act of 1966, the 1967 amendments to the Social Security Act establishing the Work Incentive Program, and the Emergency Employment Act of 1971. The agency is designated as the prime contractor for the State of Iowa for the On-the-Job Training (OJT) and has additional responsibilities related to changes in the Iowa Child Labor Law.

THREE-MEMBER COMMISSION

The Iowa Employment Security Law provides for a three-member Commission with one member representing the public, one representing employers, and one representing labor. The Governor appoints Commissioners for a six-year term and their appointment must be confirmed by the Iowa Senate. The Executive Secretary to the Commission assists the Commission with the administration and professional management of the agency including the directing and coordinating of programs and personnel. A nine-member State Advisory Council, appointed by the Commissioners, meets with and aids the Commission in formulating policies and in discussing problems concerning the administration of the agency's programs. An Iowa Public Employees Retirement System (IPERS) Advisory Investment Board assists the Commission in the investment of monies collected for the retirement fund. Each year the Commission selects one of its members to serve as Commission Chairman for the coming year.

IOWA EMPLOYMENT SECURITY COMMISSION
ORGANIZATION CHART



— Line Authority
 Advisory Relationship & Responsibility
 - - - - - Coordinate Authority & Responsibility and
 Functional Authority and Responsibility
 For Administration

IOWA EMPLOYMENT SECURITY COMMISSION

STAFFING PATTERN

Commissioners	3	Claims Specialist I	5	Graphic Artist	1
Executive Secretary	1	Administrative Officer III	1	Accounting Clerk III	2
Employment Service Administrator	1	Administrative Officer II	1	Accounting Clerk II	3
Unemployment Insurance Director	1	Budget Analyst IV	1	Accounting Clerk I	14
Tax Functions Administrator	1	Accountant III	1	Statistical Assistant II	6
Employer Liability Auditor VI	1	Accountant II	1	Statistical Assistant I	6
Benefits Program Administrator	1	Accountant I	1	Power Typist Supervisor	1
Retirement Program Administrator	1	Information Specialist II	1	Power Typist	12
Accountant IV	1	Information Specialist I	1	Dictating Machine Transcriber	3
Information Specialist III	1	Management Analyst III	1	Compositor	2
Management Analyst IV	1	Management Analyst II	6	Clerk IV	7
Personnel Officer III	1	Management Analyst I	2	Clerk III	34
Manpower Research Analyst V	1	Personnel Officer I	1	Clerk II	24
Training Officer II	1	Hearings Officer II	5	Clerk I	1
Data Processing Director	1	Hearings Officer I	2	Clerk-Typist III	15
Attorney III	1	Manpower Research Analyst IV	2	Clerk-Typist II	24
Attorney II	3	Manpower Research Analyst III	6	Clerk-Typist I	1
Actuary	1	Manpower Research Analyst II	8	Clerk-Steno II	4
		Manpower Research Analyst I	2	Confidential Secretary	3
Employment Service Supervisor	1	Emergency Employment Intern	2	Secretary III	2
Employment Service Field Supervisor	3	Training Officer I	3	Secretary II	2
Employment Service Specialist V	2	Systems and Programs Supervisor	1	Secretary I	16
Employment Service Specialist IV	5	Systems Analyst II	3	Receptionist II	1
Employment Service Specialist III	15	Systems Analyst I	4	Receptionist I	1
Employment Service Specialist II	4	Computer Programmer III	2	Reproduction Equipment Operator II	1
Employment Service Specialist I	1	Computer Programmer II	8	Reproduction Equipment Operator I	2
State Counseling Supervisor	1	Computer Operations Manager	1	Binderyman	1
Manpower Specialist II	2	Computer Operator II	1	Mail Clerk II	1
Assistant Tax Functions Administrator	1	Computer Operator I	4	Storeman II	1
Employer Liability Collection Officer	2	Data Processing Operator I	5	Storeman I	2
Employer Liability Auditor V	1	Data Processing Librarian	1	Community Program Aide III	1
Employer Liability Auditor IV	2	Data Entry Supervisor I	1	Community Program Aide II	8
Employer Liability Auditor III	5	Data Entry Operator II	2	Administrative Office Total	434
Employer Liability Auditor II	27	Data Entry Operator I	17	Employment Service Local Offices	474
Employer Liability Auditor I	8	Office Services Supervisor II	2	Unemployment Insurance Area	
Retirement Benefits Supervisor	1	Office Services Supervisor I	1	Cost Centers	55
Claims Specialist V	1	Personnel Technician	1	Total	963
Claims Specialist IV	4	Personnel Aide	1		
Claims Specialist III	3	Employment Interviewer Aide	1		
Claims Specialist II	10	Purchasing Assistant	2		

SECRETARY TO COMMISSIONER (Confidential Secretary)

Performs varied responsible secretarial duties to relieve Commissioner of administrative detail. Greets visitors from Governor's office, legislators, lawyers, employers, labor officials, and the public. Answers telephone, makes appointments, and answers general and routine questions relating to policies, procedures, and provisions of the law in absence of Commissioners. Screens incoming mail addressed to Commissioners; prepares folder of pertinent Commission mail; routes other mail to appropriate agency department. Assembles information materials for IESC Advisory Council and serves as recorder at meetings; prepares materials and arranges facilities for Commission meetings; makes travel arrangements for Commissioners. Takes some dictation; proofreads correspondence and documents returned from Word Processing and also official correspondence and documents, requiring Commission signature, prepared by IESC departments. Maintains file on benefit appeals to Commission; verifies and distributes appeals transcripts to Commission for decisions; and processes casework involving the Legal and Appeals Department or Legal Counsel. Maintains Commission engagement calendar.

COMMISSION STAFF

EXECUTIVE SECRETARY (Executive Secretary)

Serves as the principal deputy to the Commission to assist in the development or revision of policies affecting over-all operations and relationships; confers with staff department heads regarding the progress and problems of specific programs and operations for which they are responsible; reviews activities, reports, and records, and determines conformity with policies and procedures and the need for improvements or revisions. Determines and ensures that policy, required by changes in the Law or Commission action, are executed; reports findings and submits recommendations to the Commission for their approval or subsequent action. Responsible for preparation and assembly of Commission agenda for weekly meetings of the Commission, taking minutes of the official meetings, and completion and certification of the minutes. Supervises and coordinates official communications within the Commission, including Manpower Administration mail and Commission pronouncements. Prepares important administrative materials for use by the Commission. Functionally supervises divisions and departments requiring administrative coordination, and supervises general administrative matters. Serves as general coordinator and chairman of the Area Employee Relations Committees; supervises elections of members, interprets policy, and serves as a clearing point for the actions of such committees. Represents Commission in various capacities as directed.

SECRETARY TO EXECUTIVE SECRETARY (Secretary III)

Performs secretarial duties for Executive Secretary and relieves Secretary of executive detail. Prepares approved agenda and assembly of agenda folders for regular Commission meetings, transcribes notes, dictates minutes and communications to Word Processing, and after approval by Executive Secretary distributes official approved minutes to designated individuals and offices. Composes own letters. Answers telephone and makes appointments; notifies individuals and departments of meetings, other activities, and actions taken to resolve non-policy problems. Maintains Commission Administrative Master Employment Security Manual and also files of Official Pronouncements.

LEGAL COUNSEL (Attorney II)

Provides legal assistance to Commission in appeal matters or on other assignments of a legal nature; assists in handling of Commission appeals; performs research on legal matters; assists General Counsel upon request; appears in court on Unemployment Insurance and IPERS on behalf of Commission and at direction of Commission or General Counsel; assists with new legislation dealing with Iowa Employment Security Law and Iowa Public Employees Retirement System Law.

SECRETARY TO LEGAL COUNSEL (Secretary II)

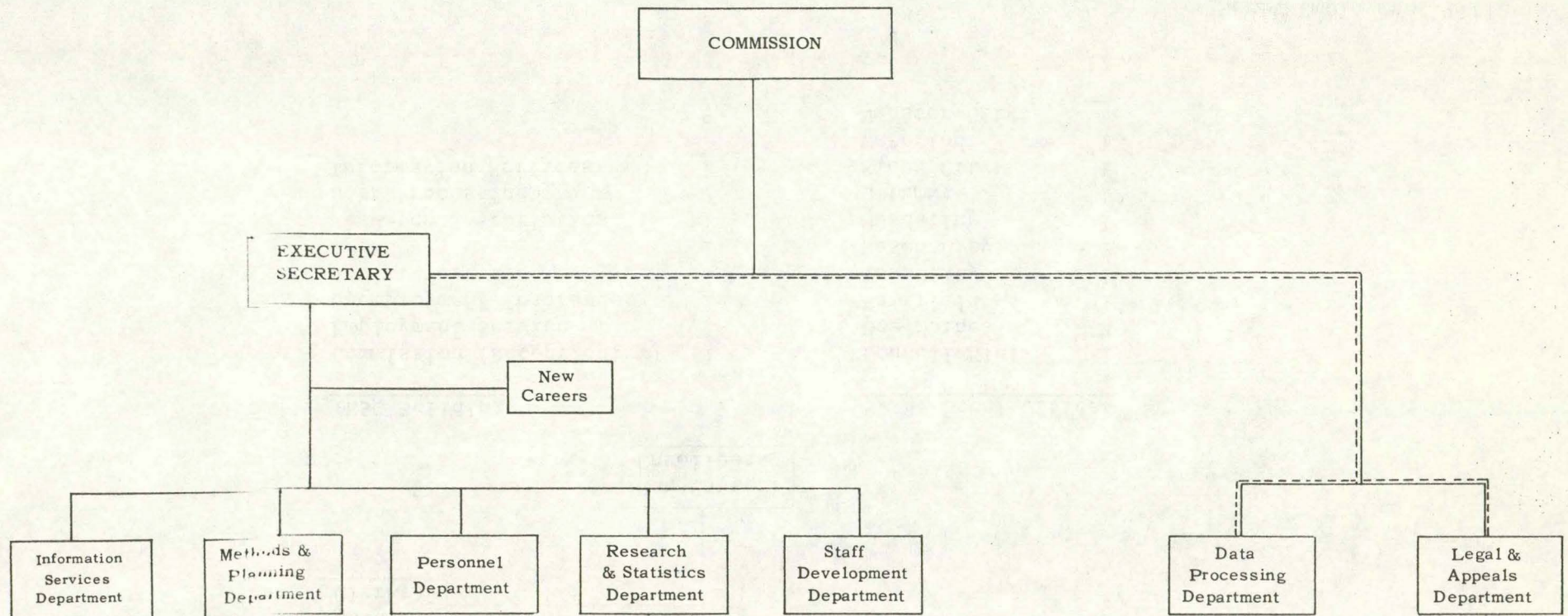
Performs secretarial duties of a legal nature for Legal Counsel; processes Commission appeals received from Claims Department and prepares record of these appeals before presented to Commission; assembled transcripts and exhibits of hearings; mails decisions to interested parties. Takes some dictation of letters and legal documents; assists in typing of hearing notices on appeals. Maintains set of legislative bills and amendments; selects pertinent bills and amendments and records daily action taken by legislature; files in legislative journals. Prepares Regional and national office reports on all initial determinations, decisions, and dismissals by Commission and all UCFE and UCX decisions by Hearings Officers; also monthly report for Research and Statistics Department.

RECEPTIONIST - MAIN LOBBY (Receptionist II)

Performs duties of Receptionist in main lobby of Administrative Office building; greets visitors, determines reason for visit, makes telephone call to department or individual to inform of visitor. Answers incoming telephone calls; provides non-technical information to general public. Organizes agency telephone directory; verifies monthly long distance telephone bills. Performs clerical and typing assignments for various departments or units.

STAFF DEPARTMENTS

IOWA EMPLOYMENT SECURITY COMMISSION
ORGANIZATIONAL CHART

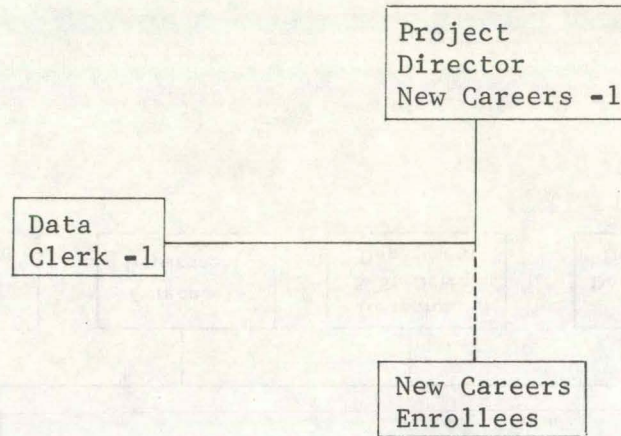


— Line Authority
- - - Functional Authority
And Responsibility

NEW CAREERS

* Staffing Pattern

E. S. Specialist III	1
Clerk III	<u>1</u>
Total	2



IESC Building

Commission (Receptionist)	1
Employment Service	1
Unemployment Insurance	1
Admin. Services	1
IPERS	1
Research & Statistics	1
Data Processing	2
Information Services	<u>1</u>
	9

E. S. Local Offices

Council Bluffs	1
Des Moines	3
Fairfield	1
Iowa City	1
Mason City	1
Muscatine	1
Ottumwa	1
Sioux City	1
Waterloo	1
Webster City	<u>1</u>
	12

* Merit Employment Titles

January, 1973

NEW CAREERS UNIT

The New Careers in Employment Security project (PHASE III), is a Federally funded project, responsible for assisting disadvantaged enrollees in the attainment of specific occupational goals within the Iowa Employment Security Commission through part-time on-the-job training, IESC orientation classes, college courses, and upgrading; providing counseling and supportive services to enrollees; and payment of educational costs including transportation. The Unit is also responsible for budgeting and disbursement of project funds.

NEW CAREERS UNIT

PROJECT DIRECTOR - NEW CAREERS (E. S. SPECIALIST III)

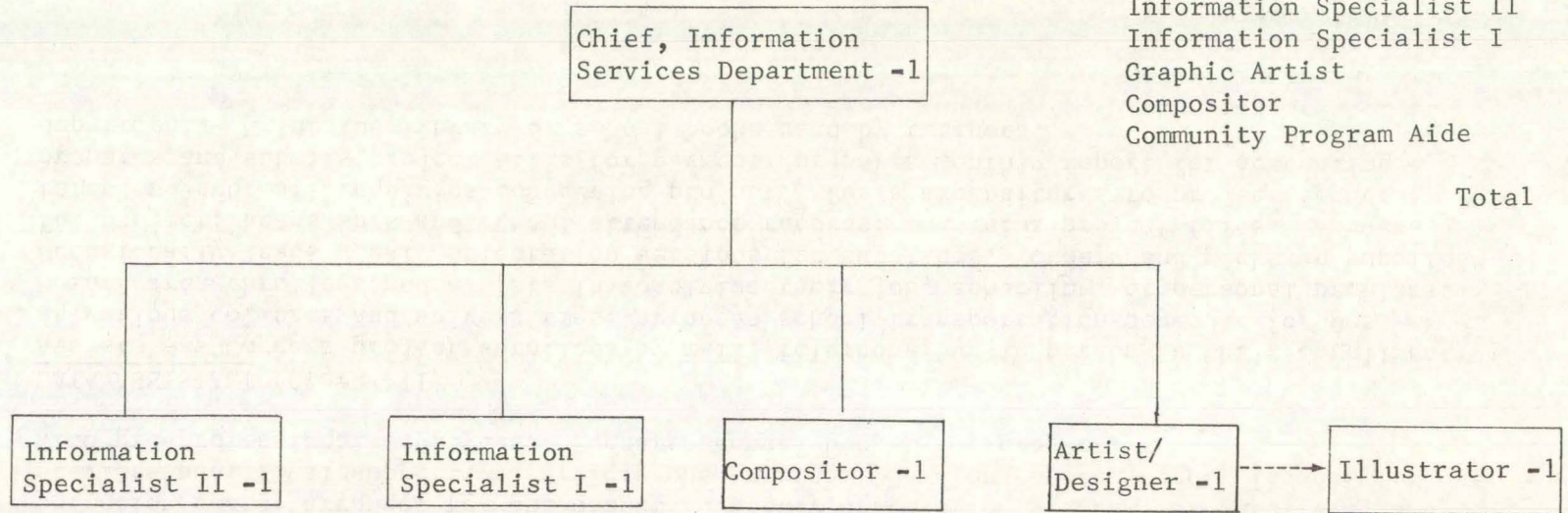
Plans, directs, and coordinates activities of the New Careers in Employment Security project in Iowa; locates and develops within-agency job openings which meet New Careers guidelines; hires eligible disadvantaged individuals to fill the job openings; assists them develop skills to a competitive level through learning on-the-job; arranges for their advanced education and training in local colleges and universities and payment of educational and transportation costs; arranges for and directs a weekly orientation program for enrollees; and provides additional supportive services when needed. Develops agency career ladders for use with pre-professional employees. Prepares annual budget for project.

DATA ASSISTANT (Clerk III)

Assists New Careers project enrollees by mail, telephone, or in person in their enrollment at various colleges and universities; arranges school transportation schedule for Des Moines area enrollees and assists in resolving their job, schooling, or personal problems. Occasionally leads weekly orientation sessions for enrollees. Orders and picks up supplies for project; keeps work and school attendance records; maintains project files. Answers telephone and mail inquiries concerning project. Posts expenditures to project ledgers; prepares and submits project bills for payment; prepares monthly report for accounting department. Maintains library of school books used by trainees.

INFORMATION SERVICES DEPARTMENT

* Staffing Pattern



Information Specialist III	-1
Information Specialist II	-1
Information Specialist I	-1
Graphic Artist	-1
Compositor	-1
Community Program Aide	<u>-1</u>
Total	6

--- Functional Supervision and Responsibility

— Line Supervision

* Merit Employment Titles

January, 1973

INFORMATION SERVICES DEPARTMENT

The Information Services Department is responsible for the development and release of Iowa Employment Security Commission informational materials including publications, posters, news releases, audio-visuals, radio and T-V scripts; providing functional supervision and assistance to E. S. Local Offices and Area Claims Centers on release of information; providing information to agency personnel on pertinent within agency and agency related activities; analyzing present or proposed agency policy and activities to determine most effective means of presenting and/or timing of communications to ensure broadest coverage; and coordination of joint or related information efforts of various Federal, State, and local organizations.

INFORMATION SERVICES DEPARTMENT

CHIEF, INFORMATION SERVICES DEPARTMENT (Informational Specialist III)

Plans, directs, coordinates, and evaluates the development, preparation, and release of agency information programs and materials including publications, posters, news releases, audio-visuals, radio-TV scripts and similar functions; develops and implements annual Plan of Service for department and for all agency information activities; assists Staff Development Department in preparation of handbook for agency employees, approves monthly IESC Digest, and cooperates with other agency departments in the dissemination of information to employees; provides consultative authority on information to E. S. Local Offices and Area Claims Centers; reviews and analyzes present or proposed agency policy activities for most effective means of communicating the information and best timing of releases; coordinates services to communications media to ensure broadest coverage possible for agency programs. Maintains liaison with various Federal, State, and local organizations - government and private - including coordination of joint or related information efforts. Conducts agency and out-of-agency research projects.

INFORMATION SPECIALIST (Informational Specialist II)

Under general direction of Chief of Information Services, designs, writes, and edits promotional material in press and periodicals for distribution of films, slides, tapes, and scripts for radio, television, and meetings. Plans, conducts, and supervises implementation of state-wide promotions of unlimited scope, including preparation of all related material. Develops and maintains working relationships with IESC divisions and departments, special interest groups, other State agencies, and media (press, radio, and television). Provides guidance and assistance to management concerning public interest, public relations problems, media relations, and all phases of release of information to the public; prepares monthly IESC Digest for agency employees; works with other State departments in a collaborative or advisory capacity. Acts as Chief, Information Services Department, in her absence.

INFORMATION SPECIALIST (Information Specialist I)

Under general direction of Chief of Information Services, plans, organizes, and develops information releases, news releases, radio, and TV material, pamphlets, brochures, newsletters, reports, monthly and quarterly and annual publications, and similar materials; responsible for researching, writing, printing, and distribution of IESC Annual Report; also editing, rewriting or writing Research & Statistics reports and Employment Service reports. Researches and writes weekly radio public service announcements. Cooperates with and maintains relations with other State departments, community organizations, the information media, and IESC divisions and departments; serves in advisory capacity on matters dealing with public relations and presentation of information to the public.

ARTIST - DESIGNER (Graphic Artist)

Under general direction of Chief of Information Services, creates and designs art work for all media including camera-ready copy for printing, audio-visuals, television, and displays. Serves as agency photographer; acts as art consultant for all divisions and departments. Coordinates department printing; orders paper and other graphic arts material. Supervises Illustrator in performance of art work.

ILLUSTRATOR (Community Program Aide II)

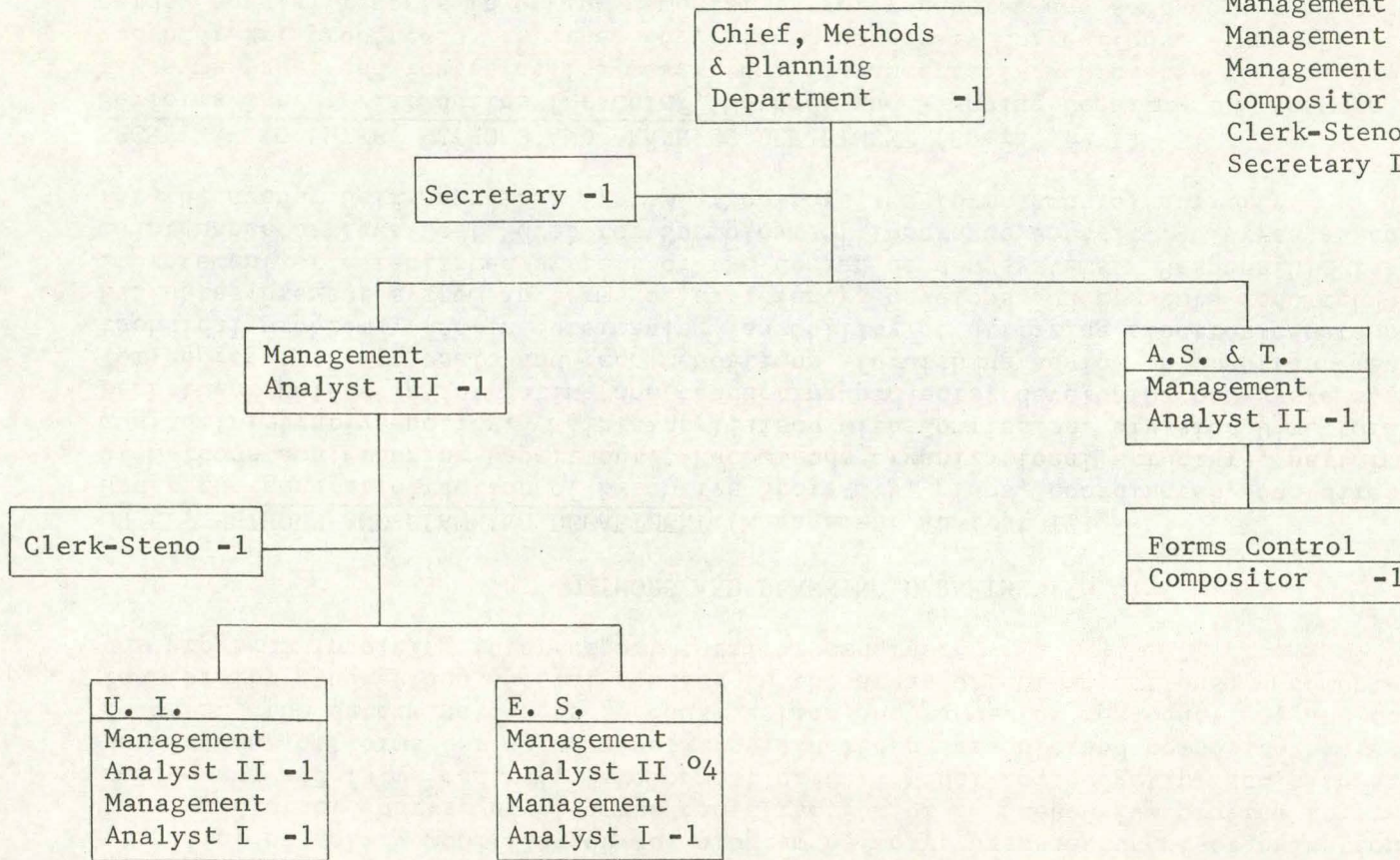
Under general supervision creates art work for publications, posters, booklets, and other media. Prepares name tags, signs, and charts; some photography.

COMPOSITOR (Compositor)

Operates Selectric Composer machine to type and set up camera-ready copy for agency informational materials including statistical reports, newsletters, pamphlets, booklets, brochures, and similar material. Prepares copy for out-of-agency printers following approved printing standards in format; proofreads all copy to be printed including final copies of Iowa Employment Security Commission Law; performs paste-ups on corrections and alterations. Maintains central agency library of films, filmstrips, and slides; also library of agency and other informational publications. Composes own letters in response to request for library and other materials; takes some dictation. Supervises temporary Clerk-Typists in routine clerical and typing duties and other clerical personnel in collating, folding, and final assembly of duplicated materials.

METHODS AND PLANNING DEPARTMENT

* Staffing Pattern



Management Analyst IV	-1
Management Analyst III	-1
Management Analyst II	06
Management Analyst I	-2
Compositor	-1
Clerk-Steno II	-1
Secretary I	-1

Total 13

o 1 Vacant
* Merit Employment Titles

METHODS AND PLANNING DEPARTMENT

The Methods and Planning Department is responsible for conducting an agencywide management analysis program to improve managerial practices and procedures, develop methods of reducing operational costs, resolve operating problems, and promote increased service and efficiencies in serving the public. Activities of the Department include management surveys, organizational studies, and self-appraisals; analysis of work processes; fact finding surveys; review of designated operations to identify areas that need improvement in regard to efficiency, economy, and effectiveness, and formulation of plans to effect such improvement; recommendation of policy or policy modification for program harmony; preparation of organizational, workflow, and other charts; development and direction of comprehensive program for records management and forms control; development of Cost Model for budgeting and allocation purposes; development of forms for agency operations including graphic and compositor work on such forms and the determination as to construction and manner of reproduction; and conducting feasibility studies and special studies in the areas of communications, documentation, and new programs involving inter-departmental procedures.

METHODS AND PLANNING DEPARTMENT

CHIEF, METHODS AND PLANNING DEPARTMENT (Management Analyst IV)

Under the general direction of Executive Secretary, plans, coordinates, and directs activities of Methods and Planning Department. Recommends organizational structure, performance criteria, and administrative policy. Maintains liaison with Commission, Division Directors, and Department Chiefs in initiating and conducting projects, developing new systems, negotiating for approval of proposals and recommendations, furnishing advice on important management or technical problems, and in determining feasibility of utilizing electronic data processing. Evaluates present system in terms of efficiency; develops and presents recommendations for improvement of established systems or the design of new systems. Responsible for up-date and maintenance of Iowa Cost Model for Unemployment Insurance activity. Serves as coordinator for the agency Self-Appraisal System. Monitors the forms control activity.

SECRETARY TO CHIEF, METHODS AND PLANNING DEPARTMENT (Secretary I)

Performs secretarial duties for Chief, Methods and Planning Department. Answers telephone; takes messages and routes calls; makes long distance calls. Dictates to Word Processing from rough draft; proofreads returned copy; makes necessary corrections. Types Project Completion cards, special reports involving numbers, travel vouchers, and some correspondence and memorandums. Maintains Project Completion file; indexes, and keeps current. Files and indexes department and Analysts' notebooks and correspondence; files research manuals, and reports. Picks up and distributes department mail; requisitions supplies; prepares duplicating requests. Reviews individual monthly time sheets; maintains cumulative records on time code charges within department.

ASSISTANT CHIEF, METHODS AND PLANNING DEPARTMENT (Management Analyst III)

Supervises E. S. and U. I. Management Analysts; assigns and coordinates projects; reviews on-going projects at various stages; recommends departmental acceptance of completed projects. Provides technical assistance to administrative and supervisory staff on specific management and operating problems, with emphasis on Unemployment Insurance. Initiates projects and conducts several projects where long term involvement, considerable inter-relationships between departments, and/or more complex technical knowledge is required. Trains Analysts; assists Chief, Methods and Planning Department, and performs duties of Chief in his absence.

CLERK STENO (Clerk Steno II)

Assists Compositor in forms design and layout; performs basic drafting; operates Varityper; uses light table, drafting equipment, T-square, template, forms rules, and clip art; maintains forms design principles; interprets printing and form construction and terminology; proof-reads final copy. Assists Management Analysts by examining records and extracting data to expedite projects, and in organization of data and exhibits; performs calculations; constructs drafts, diagrams, organization charts, and flow charts from rough drafts. Maintains file of agency forms and form numbering system; notifies Management Analysts of any significant changes on a form or in form usage. Performs miscellaneous typing; performs duties of Secretary to the Chief, Methods and Planning Department, in her absence.

MANAGEMENT ANALYST (Management Analyst II)

MANAGEMENT ANALYST (Management Analyst I)

Under limited to general supervision, performs technical work evaluating and developing improved managerial practices and procedures to improve quality of performance and to reduce cost of operation. Reviews assigned project, or initiates project (with department priority approval); researches available material; meets with Division or Department Heads to clarify problem, obtain additional information, and/or make arrangements to facilitate the obtaining of additional information. Observes operations and conducts interviews; prepares written reports and exhibits for use by management; makes recommendations for improvement or solution, or possible range of alternatives, to resolve problem. Notes other areas of operations subject to improvement and detected at time of study; records for subsequent budget listings. May be assigned to short term projects, such as development or revision of a form to capture efficiencies, or a longer term project such as the Job Bank system development and improvement. May specialize in working with Employment Service, Unemployment Insurance, Iowa Public Employees Retirement Division (IPERS), or Administrative Services Division and Staff Departments, although projects assigned may not be limited to area of speciality.

Management Analyst II assignments are more complex and require more analytical skills, coordination between departments, and greater scope of operation without an increase in supervision.

MANAGEMENT ANALYST (Management Analyst II)

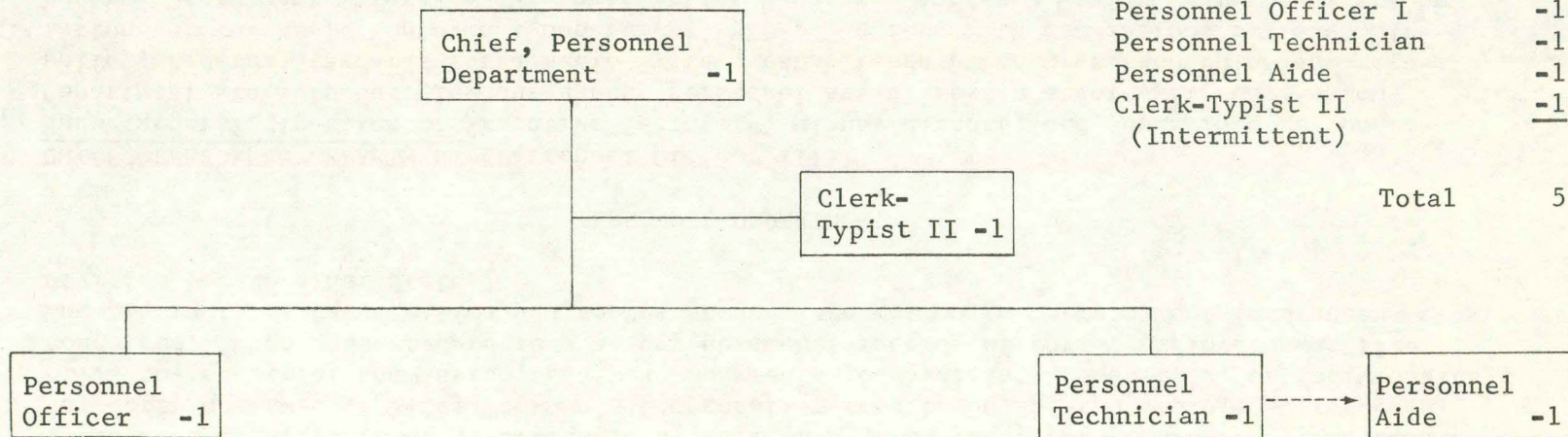
Performs duties of Management Analyst II; conducts studies for IESC administrative staff, and technical divisions and departments, and also for IPERS. Responsible for Agency's forms control program; supervises one Compositor in preparation of forms and in maintenance of active master file of agency forms. Also assists in developing the fiscal year budget submittal plans for the agency and for the Methods and Planning Department.

COMPOSITOR (Compositor)

Develops and/or revises agency forms working from rough sketches or layouts and written or oral instructions. Studies work specifications; confers with Management Analyst or individual requesting form; makes recommendations on design, format, paper type and weight, type spacing, color of ink and paper (for visual clarity of form and in relation to color of other forms presently in use), and use of screening and shading. May also recommend in-house or vendor "fan apart" construction and other techniques. Constructs form and incorporates efficiencies. Prepares drafting layout using drafting tools, light table, T-square, template, form rules, lettering sets, blackout mask, saran overlap, and clip art. Operates Varsityper for composing narrative portions of layout, selecting and inserting type in accordance with printing requirements. Maintains design and drafting principles; interprets printing and form construction and terminology, paper grading, and color coding. Forms may require camera-ready copy for printing by outside vendor and/or entail assembly of carbon or carbonless paper or must meet standard for use in Data Processing Department operations. Also prepares organizational charts, flow charts, graphs, layout for display posters, indicia on agency postcards or envelopes, form letters, route sheets, labels, and related items. Responsible for updated master file on current agency forms.

PERSONNEL DEPARTMENT

* Staffing Pattern



Personnel Officer III	-1
Personnel Officer I	-1
Personnel Technician	-1
Personnel Aide	-1
Clerk-Typist II (Intermittent)	<u>-1</u>
Total	5

--- Functional Authority and Responsibility

— Line Authority

* Merit Employment Titles

January, 1973

PERSONNEL DEPARTMENT

The Personnel Department is responsible for a comprehensive agency personnel program in accordance with rules and regulations of Merit Employment Department (MED), the Federal Standards for a Merit System, and Commission policy and regulations; maintaining employee personnel records; interpreting and informing employees of personnel rules, regulations, procedures, and fringe benefits; carrying out an employee performance evaluation program; maintaining day-to-day working relationship with Merit Employment Department (MED) and cooperating with MED personnel in test development for MED examinations, validation of IESC position classifications, and development of new job classifications and job specifications.

The Department works closely with the Chief, Budgeting and Accounting, and the Payroll Officer to coordinate activities; consults with Commission, Executive Secretary, Division Directors, Department Chiefs, E. S. Local Office Managers, and Area Claims Center Managers, on agency personnel problems; assists individual employees in resolving problems relating to Personnel Department operations; actively participates in Suggestion Awards program, in IESC Area Employee Relations Committee activities, and in Unemployment Insurance hearings on claims filed by former employees; conducts special ongoing projects including exit interviews and salary surveys, and special studies such as exploration of Employee Recognition Awards for length of service by employees, fringe benefits, and four-day forty hour week. Files Workmen's Compensation reports on injured employees, forwards bills to Industrial Commission, and makes payments to physicians, hospitals, or individual(s) concerned. When requested, reviews agency personnel records of former employees who file Unemployment Insurance claims, and routes needed information to Unemployment Insurance Division (or to other States).

PERSONNEL DEPARTMENT

CHIEF, PERSONNEL DEPARTMENT (Personnel Officer III)

Under general direction of Executive Secretary, plans, directs, and supervises Personnel Department staff in carrying out agency personnel activities in accord with Commission policy, Federal Standards for a Merit System, established procedures, and rules and regulations of the Merit Employment Department (MED). Confers with Commission, Division Directors, Department Chiefs, E. S. Local Office Managers, and Area Claims Center Managers on personnel problems; sees that they are informed on all current personnel policies and rules; and actively works to maintain the number of vacancies at minimal levels. Works closely with Chief, Budget and Accounting and Payroll Officer on matters affecting Personnel Department operations; appears before Iowa Executive Council to justify new positions;

represents Commission at IESC Grievance Committee hearings and at Unemployment Insurance appeals hearings; conducts special surveys and studies related to personnel activities.

PERSONNEL OFFICER (Personnel Officer I)

Determines approved personnel openings in Administrative Office building, E. S. Local Offices, and Area Claims Centers; obtains MED registers; contacts eligible applicants by telephone or mail; interviews applicants and/or arranges for interviews by other agency personnel; follow through to final selection and filling of position. Also interviews non-MED qualified applicants for employment with agency; advises on MED requirements. Reviews agency positions for proper classification; maintains M-2R Position Description Questionnaire (MED) booklets by Cost Center. Interprets MED rules and regulations, and agency policy and practices; answers routine and technical questions from employees or outside sources either in person, by telephone, or by correspondence. Confers with department heads and managers concerning personnel problems of recruitment, classification, morale, rule application, and related areas. Cooperates with and assists MED personnel in test development, validation of IESC classes for positions, development of new job classifications, and job specifications. Conducts special studies such as turnover rates, exit interviews, and wage surveys. Prepares bid letters to announce promotional opportunities. Functions as Personnel Officer in charge of the department in the absence of Chief, Personnel Department.

PERSONNEL TECHNICIAN (Personnel Technician)

Reviews MED registers; contacts eligible applicants by telephone or mail; interviews applicants and/or arranges for interviews by other agency personnel; follows through to final selection and filling of position. Responsible for all clerical and interviewer class hires by Agency; maintains duplicate MED Certification cards for Manpower Specialist I and II, and Claims Specialist I. Interprets MED rules and regulations, and agency policy and practices; answers routine and technical questions in person, by telephone, or by correspondence. Monitors release and return of clerical and interviewer intermittent MED tests administered by E. S. Local Offices and Area Claims Center personnel. Processes bids for promotional openings within agency and exceptionally meritorious pay increase requests; prepares MED requests for new positions, reallocation, transfer, or deletion of positions and secures budget approval from Chief, Budgeting and Accounting. Compiles and updates personnel manual. Processes Workmen's Compensation reports and payments; forwards requested information on agency Unemployment Insurance claimants. Trains Intermittent Clerk-Typist. Performs functional supervision of Personnel Aide. Prepares annual Equal Employment Opportunity Survey, Annual Summary of Classification and Compensation Plan Data Report, and Grant-in-Aid Agency Review of Personnel Operations Report.

PERSONNEL AIDE (Personnel Aide)

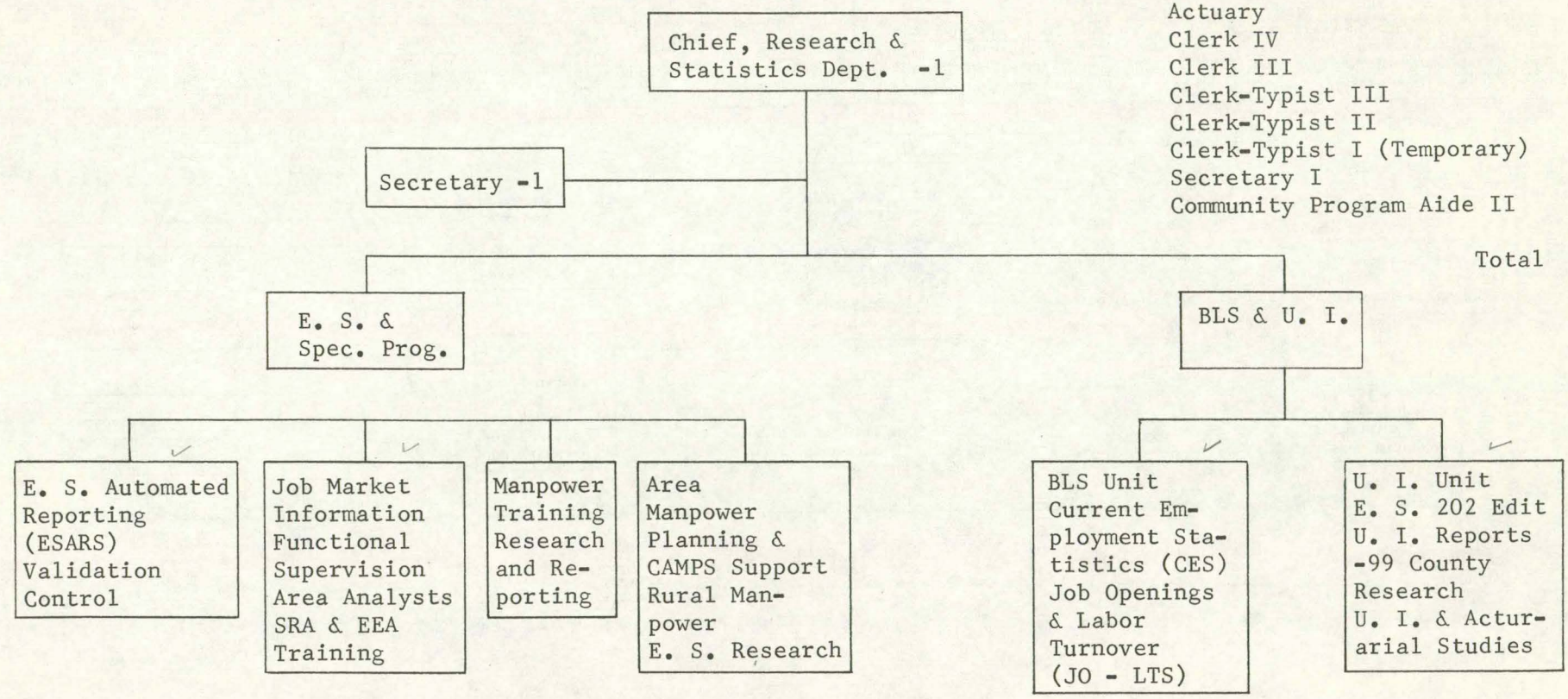
Prepares induction papers; sends form letter notifying new employees of appointment and enclosing informational pamphlets. Notifies department heads or managers when employee is eligible for merit pay increase, due for Performance Evaluation Report or for conversion from provisional to probationary, and when emergency appointment due to expire; follows through on processing and completion of above actions. Prepares, types, and signs all M-3 Report of Personnel Transactions for Payroll Unit and Merit Employment Department (MED) on employee status changes. Prepares, for Commission approval, lists of employees eligible for and recommended for raises, exceptionally meritorious pay increases, and other reports. Maintains and files position cards, personnel cards, and various other record systems. Answers inquiries from employees, in person or by telephone, in relation to pay, status, and related items.

CLERK-TYPIST, PERSONNEL (Clerk-Typist II)

Types miscellaneous personnel forms, reports, and correspondence; initiates correspondence involving personnel action, completes variable sheet, and routes to Word Processing. Requests Form M-8 Request for Certification from MED; assigns request numbers; completes and returns form to MED. Maintains employee personnel folder files; files correspondence. Serves as relief Receptionist in department; answers telephone, gives general personnel information or routes to proper person. Assists Personnel Aide in maintaining control cards for merit pay increases, performance evaluation reports, name changes, emergency appointments, and related activities. Sends notice of pay increases, performance evaluation reports, or other personnel actions to Division Directors, Department Chiefs, E. S. Local Office Managers and Area Claims Center Managers. Performs duties of Personnel Aide in her absence.

RESEARCH AND STATISTICS DEPARTMENT

Manpower Research Econ. V	-1
Manpower Research Econ. IV	-2
Manpower Research Econ. III	06
Manpower Research Econ. II	-7
Manpower Research Econ. I	-2
Emergency Empl. Act Intern	-2
Statistical Asst. II	-6
Statistical Asst. I	-3
Actuary	01
Clerk IV	-1
Clerk III	03
Clerk-Typist III	-3
Clerk-Typist II	03
Clerk-Typist I (Temporary)	-1
Secretary I	-2
Community Program Aide II	-1
Total	44



— Line Supervision

o 1 Vacant
 oo 2 Vacant
 * Merit Employment Titles

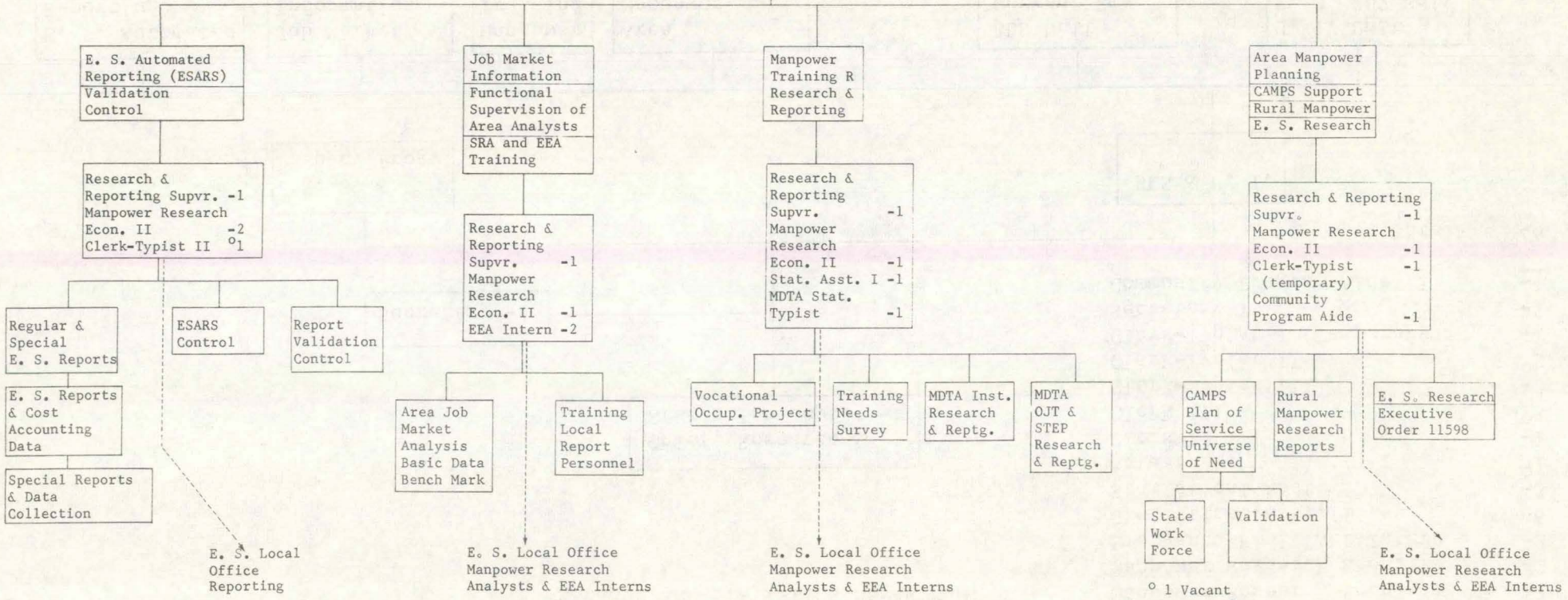
January, 1973

RESEARCH AND STATISTICS

Employment Service and
Special Programs
Section

Asst. Chief,
R & S Dept. -1

Secretary -1



o 1 Vacant
January, 1973

RESEARCH AND STATISTICS DEPARTMENT

The Research and Statistics Department is responsible for (1) for the collection, analysis, and reporting of data on Iowa's employment, unemployment, labor market condition, business trends, and related areas; (2) required reports to the Bureau of Labor Statistics (BLS) and Manpower Administration (MA); (3) special statistical and actuarial studies required by the Commission to analyze affects of proposed changes in the Iowa Employment Security Law or to aid the Commission in formulation of policies; (4) special statistical and cost studies required by the Iowa Public Employees Retirement System (IPERS); and (5) a variety of department initiated, or assigned, statistical and research studies. In addition, the Department interprets, develops, and monitors procedures for collecting data under ESARS and Job Bank (or MODS), and edits final reports for Manpower Administration Offices.

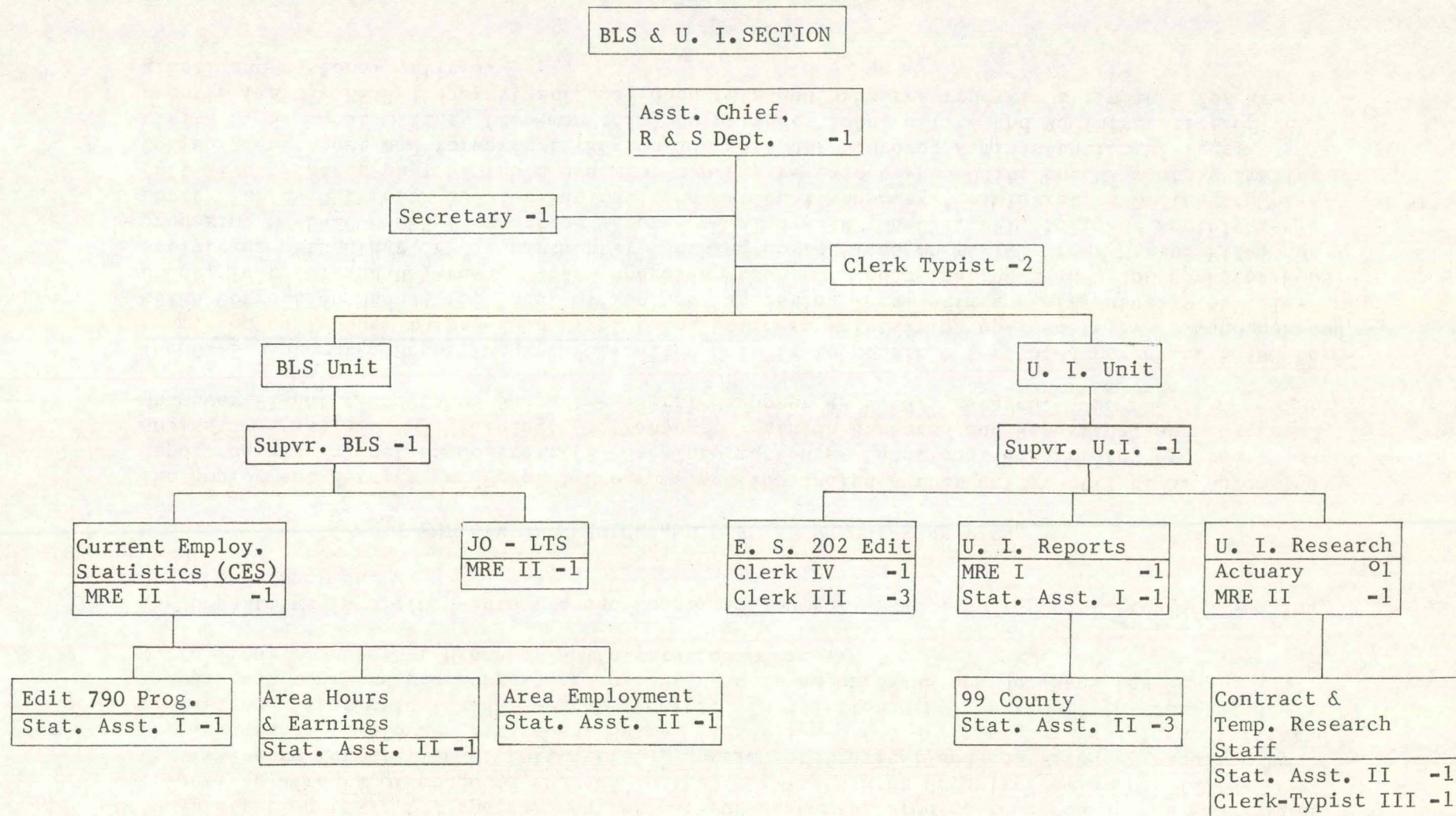
The Department is divided into two sections: Employment Service and Special Programs Section, and BLS-UI Section.

EMPLOYMENT SERVICE AND SPECIAL PROGRAMS SECTION

The Employment Service and Special Programs section includes four units: (1) E. S. Automated Reporting and Validation Control; (2) Job Information -- Functional Supervision of Area Analysts -- SRA and EEA Training; (3) Manpower Training Research and Reporting, and (4) Area Manpower Planning and CAMPS Support -- Rural Manpower -- E. S. Research.

The E. S. Automated Reporting and Validation Unit is responsible for the accuracy of ESARS forms submitted daily from thirty-four E. S. Local Offices; maintaining up-to-date ESARS Handbook and ESARS Correction Manual for local office use; assisting local office staff, usually by telephone, in resolving day-to-day ESARS operating problems; coordinating ESARS, Job Bank (or MODS) activities with other IESC departments; checking corrections on MA-141 Order Master File; and preparing MA-5-20 ESARS Transaction Report and also ESARS MA-071, 081, 181, and monthly reports (Tables 0 through 29) for Regional and national Manpower Administration Offices. The Unit also prepares part of table used for monthly release by BLS Unit; checks monthly Smaller Communities report and forwards to Region and national Manpower Administration Offices; visits E. S. Local Offices (two-man team) to validate local office and Administrative Office reports (mainly ESARS) against original documents and prepares reports of findings for Regional and national offices.

RESEARCH AND STATISTICS



0 1 Vacant

The Job Market Information -- Functional Supervision of Area Analysts -- SRA and EEA Training -- Unit is responsible for the preparation of (1) work force series and bench marks for all non-SMSA counties in Iowa; (2) local office manpower reports such as Area Manpower Review and Area Employment Development Report; (3) special manpower reports for various programs; (4) economic report for counties; and (5) specific economic and manpower information for local offices, other agencies, and the public. The unit also performs functional supervision of fourteen E. S. Local Office Manpower Research Economists (including EEA Interns); trains Economists and reviews output in all areas of manpower reporting; reviews completed work force series and advises in work force methodology; provides economic data such as claimant data, wage rates, and Consumer Price Index to local offices; assists in preparation of data for Job Information Delivery System and also in occupational information through occupational projects, closed order studies, skill needs surveys, and other methods.

The Manpower Training Research and Reporting Unit is responsible for the functional supervision of E.S. Local Office reporting of Manpower Development and Training Act activities, and maintaining current instructions in MDTA Handbook. It compiles and edits statistical data on MDTA; prepares Monthly Summaries from above data for monthly reports on Individual and Multi-Occupation projects, tables to show activity for all projects for Employability Development section of annual reports, data on special surveys and analysis of certain projects or types of training within a given area, and, for publication, an analysis of all MDTA training projects -- 1962 - 1970-with updates and additional analysis of trainees and completers. The Unit also prepares occupational projections for Iowa; trains E.S. Local Office Manpower Research Economists (including EEA Interns) in methodology for preparing occupational projections for major areas in the State; coordinates publication and distribution of occupational opportunity information; provides job opportunity information for veterans; trains Manpower Research Economists in preparation of Annual Report for Vocational Education for major areas, coordinates publication, and provides this report to MAPS areas; develops job guides for Job Information Delivery System; supplies supportive information to Department of Public Instruction Career Education Needs Survey; analyzes output from Career Education Survey to develop localized information on occupational structure by industry.

The Area Manpower Planning and CAMPS Support -- Rural Manpower -- E.S. Research -- Unit prepares Annual Manpower Planning Report for Iowa including computation of "universe of need", an estimate of the total number of persons in Iowa who will require employment-related services during the coming year; supervises local office Manpower Research Economists (including EEA Interns) in the preparation of Annual Manpower Planning Report for their own areas and, after State and area reports completed, distributes components of "universe of need" among remainder of ninety-nine counties; makes above report and information available to Governor's Office of Programming and Planning and to Employment Service Division. Makes month's estimate, month-ago revisions, and annual revisions of unemployment and work force for Iowa, estimates of agricultural employment for Iowa and ninety-nine counties (also Dakota County, Nebraska), and estimates of work force and unemployment among females and minority groups for use by employers on "Affirmative Action Plan" in hiring of minorities and females. Analyzes and explains changes and trends in the unemployment rate and prepares monthly report for Manpower Administration; each year makes complete revision of estimates prepared during preceding twenty or twenty-one months based on bench mark revision of non-agricultural employment; submits revisions to Manpower Administration. Prepares Local Office Activity and Job Market Trends including for each month an analysis of some aspect of the labor market; also Seasonal Hired Agricultural Labor, by Crop Activity, quarterly report and quarterly amended report on total hires, and hires of Vietnam era veterans by employers covered by Executive Order 11598. Checks and monitors submission of ISES-652 Employer Reports of Employment and New Hires; arranges for monthly mailing of these forms to employers; checks and monitors submission of returned forms by local offices. Makes various studies of labor market conditions preparing publications and brochures on subject; currently preparing "Economic Fact Book" for counties, beginning with more depressed counties and emphasis on rural areas, including small towns; also preparing brochure "Iowa Manpower in the 1970's". Visits E. S. Local Offices (two-man team) to validate local office and Administrative Office reports (mainly ESARS); makes revisions in ESARS Handbook of local office procedures for special programs.

BLS -- U.I. SECTION

The BLS - U.I. Section is divided into two Units: Bureau of Labor Statistics (BLS) Unit and the Unemployment Insurance (U.I.) Unit.

The BLS Unit is responsible for collection and analysis of data and preparation of two required programs for the U. S. Department of Labor, Bureau of Labor Statistics. The Job Openings -- Labor Turnover Statistics (JO-LTS) program reports manufacturing job openings and labor turnover rates for Iowa (statewide), Des Moines (Polk County), and Cedar Rapids (Linn County). The Current Employment Statistics (CES) program gives current monthly estimates of the number of persons employed in non-agricultural industries and the average weekly earnings and average number of hours worked per week by manufacturing production workers. These estimates are prepared for Iowa (statewide); Cedar Rapids (Linn County); Davenport (Scott County); Des Moines (Polk County); Dubuque (Dubuque County); Sioux City (Woodbury County, Iowa, and Dakota County, Nebraska); and Waterloo (Black Hawk County). An employment series only is prepared monthly for Council Bluffs (Pottawattamie County). The Unit also prepares graphs and writes narratives for monthly "Iowa Employment and Earnings" publication and makes other special studies to improve and/or expand basis for estimates.

The U.I. Unit is responsible for the collection and analysis of data; preparation of reports on Unemployment Insurance activities for the Regional and national Manpower Administration Offices; and studies in relation to benefit payments, employer contributions, Trust Fund balances, and other special studies; also actuarial studies on Unemployment Insurance.

RESEARCH AND STATISTICS DEPARTMENT

CHIEF, RESEARCH AND STATISTICS DEPARTMENT (Manpower Research Economist V)

Under general direction of Commission plans, organizes, and administers the manpower research, economic analysis, occupational forecasting, and statistical programs of the Iowa Employment Security Commission. Plans, organizes, and directs manpower research and statistical programs to obtain cost comparison and various economic data to be used in planning, budgeting, developing, or improving various programs, and to determine the characteristics of the groups served. Supervises, directly, or through subordinate supervisors, professional and clerical personnel engaged in basic manpower and economic research projects and in statistical activities. Reviews research reports and manpower economic and research studies before publication and makes recommendations for executive action. Reviews Area Manpower work force and economic data to determine if Federal manpower statistical and manpower research methodology standards are followed so that Iowa areas can qualify under various Federal assistance programs. Formulates administrative, economic, and statistical policies, and correlates State economic and statistical policies and procedures with Federal standards. Plans and directs complex and extensive manpower, statistical, and general economic research projects. Prepares Iowa annual economic projections dealing with industry work force trends and unemployment for budget and planning purposes. Prepares annual cost projection for IPERS under various taxing formulas. Directs the preparation and maintenance of required Federal, State, and area records, reports, and special studies. Serves as "cooperating representative" for the Bureau of Labor Statistics in Iowa.

SECRETARY TO CHIEF, RESEARCH AND STATISTICS DEPARTMENT (Secretary I)

Performs secretarial duties for Chief, Research and Statistics Department. Opens incoming mail and distributes; posts records for budget and work force data; operates calculator; types tables and reports including Area Employment Development reports; arranges for duplicating. Takes minutes at department staff meetings. Telephones telegraphic reports. Answers telephone, takes messages, or routes call to proper person. Keeps manuals up to date; requisitions supplies; maintains files; keeps attendance records of permanent and hourly employees.

EMPLOYMENT SERVICE AND SPECIAL PROGRAMS SECTION

ASSISTANT CHIEF, RESEARCH AND STATISTICS DEPARTMENT (Manpower Research Analyst IV)

Under general direction of Chief, Research and Statistics Department, plans, assigns, directs, and supervises, through Research and Reporting Supervisors, several research and manpower economic planning units. Develops, implements, and coordinates statewide ESARS - E.S. Local Office reporting system; responsible for Research and Statistics Department Job Bank-ESARS

interface, Cost Accounting-ESARS interface, and MODS. Represents agency in matters related to manpower reporting and economic research; confers with representatives and officials of government agencies, private industry, and other public and private groups; supervises publication of economic reports and manpower information for use by these groups. Develops and plans new programs or research for variety of statistical and research studies. Prepares reports; analyzes and interprets the economic data and allies to administrative problems. Coordinates reporting and research functions among other IESC departments, E.S. Local Offices, and other government agencies involved in U.S. Department of Labor programs.

SECRETARY, E.S. SECTION (Secretary I)

Under direction of Assistant Chief, E.S. Section, assists in coordinating clerical activities between Research and Statistics Department units when such activities include secretarial duties, duplicating, collating, distribution, Word Processing, letter signature, or messages. Types tables, publications, and other statistical material. Dictates narrative material into Word Processing for the entire E.S. section and makes corrections on rough draft; arranges for final copy and distribution. Keeps records on attendance and leave and monthly time sheets; files correspondence and reports; maintains monthly calendar schedule. Posts monthly delayed claims data from Area Claims Center shuttle card ISES-98-Claims Data Form. Answers telephone in absence of Assistant Chief.

E. S. AUTOMATED REPORTING (ESARS) AND VALIDATION CONTROL UNIT

RESEARCH AND REPORTING SUPERVISOR (Manpower Research Economist III)

Supervises operations of ESARS reporting program including checking of ESARS forms received from E.S. Local Offices, routing to keypunch, and returning to local offices. Reviews ESARS weekly and monthly error printouts; determines if proper correction of error made by local office; and checks corrections on MA-141 Order Master File. Revises ESARS Handbook and ESARS Correction Manual to update procedures. Trains local office ESARS personnel. Answers questions from personnel of other departments and local offices in relation to ESARS procedures. Analyzes and reviews ESARS program submitted by Data Processing Department and works with this department in determining errors and methods of correction. Prepares monthly MA-5-20 ESARS Transaction Activity Report, and also ESARS MA-071, 081, 181, and monthly reports (tables 0 through 29) for Regional and national Manpower Administration Offices.

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Assists Research and Reporting Supervisor in operation of ESARS Reporting Program. Checks ESARS Data Processing printout for accuracy and makes necessary corrections; checks and forwards required ESARS reports to Regional and national offices; assists in coordination of ESARS and MODS activities with other departments. Supervises ESARS Unit in absence of supervisor. Assists Research and Reporting Supervisor, Manpower Training Research Unit, in MDTA reporting activities; supervises the Unit in his absence.

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Prepares daily ESARS forms and keypunch cards for forwarding to Data Processing Department. Checks computer printouts for accuracy. Prepares MA-5-20-ESARS Transaction Activity Report from local office reports and sends to Regional and national offices. Prepares portion of tables used by BLS Unit (U.I. and BLS Section) for their monthly release. Each month notifies National office of changes in Local Office Directory. Checks and forwards Smaller Communities monthly report to national office. Completes other reports as requested by supervisor.

JOB MARKET INFORMATION - FUNCTIONAL SUPERVISION
OF AREA ANALYSTS - SRA AND EEA TRAINING
UNIT

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist III)

Under general direction of Assistant Chief, E.S. Section, supervises Job Information Unit in preparation of (1) work force series and bench marks for non-SMSA (Standard Metropolitan Statistical Area) counties; (2) Local Office Manpower Reports such as Area Manpower Review and Area Employment Development Report; (3) special manpower reports for programs such as Public Works and Economic Development Act, Public Works Impact Program, Emergency Employment Act, or Defense Manpower Policy Number 4; (4) economic report for counties; and (5) specific economic and manpower information for local offices, other agencies, and the public. Performs functional supervision of fourteen E.S. Local Office Manpower Research Economists (including EEA Interns); trains Economists and reviews output in all areas of manpower reporting. Acts as liaison between Employment Service Division and Research and Statistics Department in relation to local office Economists. Assists in preparation of data for Job Information Delivery System. Coordinates activities on area and statewide surveys. Assists in preparation of occupational information through occupational projects, closed order studies, skill needs surveys, and other methods. Serves as member of State Career Education Research Advisory Committee.

MANPOWER RESEARCH ECONOMIST (Manpower Economist II)

Prepares work force series and bench marks for non-SMSA counties. Reviews completed work force series prepared by E.S. Local Offices; advises local office Economists in work force methodology for atypical situations. Provides claimant data, wage rates, Consumer Price Index, and similar data to local offices, and statistical data on economic conditions to other agencies and the public. Conducts surveys if necessary for special research studies. Prepares special manpower reports, i.e. Public Works and Economic Development Act, Public Works Impact Program, Emergency Employment Act, and Defense Manpower Policy Number 4. Prepares methodology for statewide survey; trains local office Economists for survey, and conducts analysis. Prepares county or other economic reports as requested. Supervises Job Information Unit in absence of Supervisor.

EEA INTERN (Emergency Employment Act Intern)

Prepares work force series and bench marks for non-SMSA counties. Reviews completed work force series prepared by local office Manpower Research Economists. May advise Economist in work force methodology in atypical situations. Upon request, provides economic and statistical data to E.S. Local Offices, other agencies, and the public. Conducts surveys if necessary for special research study. Assists in preparation of (1) special manpower reports, i.e. Public Works and Economic Development Act, Public Works Impact Program, Emergency Employment Act, Defense Manpower Policy Number 4; (2) State and local wage surveys; and (3) economic reports by counties or other reports as requested. Assists ESARS Unit in error correction, analysis of data, and similar functions.

MANPOWER TRAINING RESEARCH AND REPORTING UNIT

RESEARCH AND REPORTING SUPERVISOR (Manpower Research Economist III)

Under general supervision of Assistant Chief, E.S. Section, plans and supervises manpower training research and reporting programs including Occupational Projections, local office Job Information Delivery System, and Local Office MDTA reporting. Cooperates with other agencies and private groups in the dissemination of research material; provides technical assistance to staff and other departments. Plans and completes statistical validation on reports compiled in E.S. Local Offices and Administrative Office. Performs functional supervision of MDTA reporting in E.S. Local Offices; revises MDTA Handbook instructions for local office use.

STATISTICAL ASSISTANT (Statistical Assistant I)

Collects and edits statistical data on MDTA. Prepares (1) MDTA Monthly Summaries for MDTA Individual and Multi-Occupation projects; (2) tables for MDTA Annual Report showing activity within each project and cumulative activity for all projects; (3) data for special surveys and analysis of certain projects or types of training to be used as basis for funding new MDTA projects; and (4) analysis of all MDTA training (1962-1970) for updating publications with current data. Supervises Clerk Typist III in posting of data pertinent to the local office MDTA report.

MDTA CLERK - STATISTICAL TYPIST (Clerk-Typist III)

Types statistical reports, tables, and MDTA manual instructions. Posts individual MDTA program data to State Summary Report, and other data to control form. Operates calculator and tabulating machine to summarize data on monthly reports. Files MDTA Special Project data and Work Force Series data. Assists Manpower Research Economist and Statistical Assistant, upon request.

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Prepares occupational projection for State of Iowa. Trains local office Manpower Research Economists in methodology of preparing occupational projections; coordinates statistical and analytical areas of occupational projections completed by local office Economists. Coordinates publication and distribution of occupational opportunity information, and provides information on job opportunities for returning veterans. Prepares annual report on Occupational Requirements for the State of Iowa. Trains Local Office Economists in preparation of Annual Report for Vocational Education and coordinates the publication. Develops individual job guides for local office Job Information Delivery System. Supplies supportive information to Department of Public Instruction Career Education Needs Survey; analyzes output of Career Information Survey to develop localized occupational structure by industry. Develops new statistical programs for programmable desk calculator. Develops handbook on preparation and writing of reports. Assists Job Market Information Unit when necessary.

AREA MANPOWER PLANNING AND CAMPS SUPPORT -
RURAL MANPOWER - E. S. RESEARCH
UNIT

RESEARCH AND REPORTING SUPERVISOR (Manpower Research Economist III)

Supervises activities of Area Manpower Planning and CAMPS Support - Rural Manpower - E.S. Research Unit. Assists local office Manpower Research Analysts in preparation of "Annual Manpower Training Report" for their areas. Computes an estimate of the population in the State needing employment related services during the coming year and prepares State Annual Manpower Planning Report. Prepares (1) monthly estimates, month-ago revisions, and annual revisions of unemployment and work force in Iowa; (2) estimates of agricultural employment in Iowa including ninety nine counties; (3) estimates on work force and unemployment on females and minority groups for employer "Affirmative Actions Plans"; (4) monthly Local Office Activities and Job Market Trends; (5) report on Seasonal Hired Agricultural Labor, by Crop Activity; and (6) quarterly reports on total hires, and hires of Vietnam Era Veterans covered by Executive Order 11598. Coordinates monthly mailings of ISES - 652, Employer Reports of Employment and New Hires, to major market employers; monitors submission of returned forms by local offices. Revises special program section of ESARS Handbook. Visits local offices (2-man team) to validate local office and administrative reports (mainly ESARS); reports findings to Regional Office. Makes various studies of labor market conditions, as assigned.

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist I)

Prepares monthly estimates on Iowa unemployment and work force. Analyzes changes and trends in unemployment rate and prepares monthly comparison of previous month and a year ago. Each year prepares a revision of estimates based on bench mark revisions of non-agricultural wage and salary employment, and forwards to Regional and national offices. Prepares (1) estimates of agricultural employment for State and each of ninety-nine counties and also for Dakota County,

Nebraska; (2)
for "Affirmati
Market Trends;
supervisor in
computations c

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Patterns Handbook prepared by

The handbook contains agency and department organization charts and staffing patterns and also functional statements on all positions within the Administrative Office Building.

This is the first addition of this agency handbook so it is expected that some revision of the information will be necessary. In order for the statements to remain useful, they should be reviewed at least annually by line and staff personnel. When any changes are made in individual job duties, the description should be changed accordingly and a duplicate copy routed to the Methods and Planning Department.

Additional copies are available and, if needed, may be obtained by contacting Anita Dolan, Methods and Planning Department.

AD/Fc06d

BLS -- U.I. SECTION

ASSISTANT CHIEF, RESEARCH AND STATISTICS -- BLS - U.I. (Manpower Research Economist IV)

Plans, coordinates, and directs through section supervisors the BLS and U.I. staff and program activities; directly supervises two BLS -- U.I. Clerk-Typists. Reviews current status and progress of each program to insure proper utilization of staff, meeting of deadlines, and the timely exchange of material and data within and between units to achieve program goals. Directs through U.I. Unit Supervisor the actuarial studies and Unemployment Insurance research. Reviews and approves final reports. Obtains and disseminates information on data available through BLS -- U.I. section to Commission, and other IESC divisions and departments, Regional and national offices, other government agencies, educational institutions, the general public, and elected officials and legislators. Serves as coordinator of current "Employer Data Bank" project and the agency management information system. Performs special assignments as requested by Chief, Research and Statistics Department; acts as Chief, Research and Statistics Department, in his absence.

BLS -- U.I. SECRETARY (Clerk-Typist III)

Under supervision of Assistant Chief, Research and Statistics (BLS -- U.I.) coordinates the secretarial tasks of BLS -- U.I. units, between units, and with other sections or departments including duplicating, collating, and material distribution, Word Processing, securing signatures, routing messages, and telephone contacts. Types reports, tables, publications, technical materials, and statistical presentations for BLS -- U.I. section and BLS -- U.I. Assistant Chief. Assists in posting estimates, reports data, and bench mark materials. Performs other clerical duties such as filing, maintenance of mailing labels, preparation of U. I. monthly calendar, and attendance and time reports.

BLS -- U.I. CLERK-TYPIST (Clerk-Typist II)

Under supervision of Assistant Chief, Research and Statistics (BLS -- U.I.) performs variety of secretarial, typing, and clerical duties. Types reports, tables, publications, technical materials and statistical presentations for BLS -- U.I. Units and Assistant Chief. Files letters, reports, and documents. Maintains up-to-date mailing list of firms in a sample. Assists in posting estimates and report data; performs routine clerical tasks; updates bench marks.

BLS UNIT

BLS MANPOWER RESEARCH ECONOMIST (Manpower Research Economist III)

Under general direction of Assistant Chief -- BLS -- U.I. section, supervises the BLS Unit in carrying out the Bureau of Labor Statistics (BLS) Federal-State programs for Iowa consisting of the current Job Openings Labor Turnover Statistics (JO--LTS) and the Current Employment Statistics (CES) program made

up of non-agricultural wage and salary employment series and the manufacturing hours and earnings series. Answers inquiries concerning BLS programs, series, data, policies, and publications; serves as coordinator between BLS Unit and other departments and agencies; prepares graphs and writes narrative for monthly "Iowa Employment and Earnings" publication; works with Data Processing Programmers and Systems Analysts and BLS Regional Manpower Administration Office staff members in coordinating and/or modifying existing systems or programs to create monthly tabulations of data collected from Iowa firms for use in preparing statistical reports on estimates of employment, hours and earnings, labor turnover, and job openings.

BLS -- MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Prepares Iowa (statewide) BLS-1963M Monthly Report on Hours and Earnings and MES-1923M Monthly Report on Employment. Schedules Data Processing Department sorting of IBM keypunch cards, containing employment and earnings data for individual employers, into industry order. When tabulation returned, analyzes tabulated data, industry by industry, for reporting errors and significant trends in hours and earnings of manufacturing production workers. Prepares estimate of number of manufacturing production workers in Iowa, estimates of average weekly hours worked, hourly earnings, and weekly earnings for each manufacturing industry (for both durable and non-durable manufacturing sectors), and for total manufacturing in Iowa. Analyzes data and prepares explanatory comments on state-wide figures. Prepares annual averages and any necessary bench mark revisions of past year's hours and earnings data. Prepares current monthly estimate of number of persons employed in non-agricultural industries in Iowa following similar procedures as above; prepares final statistical table with comments. Each year prepares bench mark of State employment using employment data provided by Iowa employers on their quarterly Employers' Contribution and Summary Report (IESC-20) as a base; reviews with Federal BLS representative to obtain approved series; currently working up estimates for total private non-farm hours and earnings on Iowa for future approval by Federal BLS representatives.

BLS MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Edits, analyzes, and prepares monthly and yearly reports on DL-1219 Monthly Report of Job Openings and Labor Turnover and DL-1219 Supplement-Forecast received from Iowa firms; also monthly LT-10-M Monthly Report on Labor Turnover Rates and cumulative yearly LT-10-Y Report on Labor Turnover Rates; also monthly BLS-ES-108 Monthly Report on Job Openings and cumulative yearly MES-109 Report on Current Job Openings Rates. Contacts firms by correspondence or telephone to obtain additional information or to correct inconsistent reporting. Routes data to Data Processing for punching of cards and tabulation printouts.

Using tabulations, each month prepares estimating cell rates on a state-wide basis and for Des Moines and Cedar Rapids areas for use in job openings and labor turnover programs. At the end of each year, applies tolerances to new bench mark employment for past twelve months in computing job openings, annual averages, both weighted aggregates and rates for Iowa, Des Moines, and Cedar Rapids for total-long term, and openings with future starting dates; and to new bench mark employment in computing labor turnover annual average rates for Iowa, Des Moines, and Cedar Rapids for total accessions, new hires, total separations, quits, and layoffs. As needed, makes surveys of non-covered segments of Iowa non-agricultural wage and salary employment series. Completes sample expansion project annually among Iowa manufacturing firms to increase validity of estimates of job openings and labor turnover rates for Iowa, Des Moines, and Cedar Rapids.

STATISTICAL ASSISTANT -- BLS (Statistical Assistant II)

Prepares monthly statistics on hours and earnings for following areas; Cedar Rapids (Linn County); Davenport (Scott County); Des Moines (Polk County); Dubuque (Dubuque County); Sioux City (Woodbury County, Iowa, and Dakota County, Nebraska); and Waterloo (Black Hawk County). Checks BLS-790 Employment, Payroll and Hours (shuttle-type schedules) from firms against Data Processing printouts of tabulations for each of above areas to detect keypunch errors; also hand posts delinquent reports to tabulation. Analyzes tabulation, industry by industry, for reporting errors, any significant trends, and hours and earnings of manufacturing industry, for both durable and non-durable goods sections, and total past year's hours and earnings data. Presently conducting sample expansion program among 4,000 Iowa firms to increase validity of state-wide Iowa non-agricultural wage and salary employment and hours and earnings estimates. Contacts participating firms by letter or telephone to obtain additional information or correct inconsistencies in reporting.

STATISTICAL ASSISTANT -- BLS (Statistical Assistant II)

Prepares current monthly estimates of number of persons employed in non-agricultural industries for the following areas: Cedar Rapids (Linn County); Davenport (Scott County); Des Moines (Polk County); Dubuque (Dubuque County); Sioux City (Woodbury County, Iowa, and Dakota County, Nebraska); Waterloo (Black Hawk County); and Council Bluffs (Pottawattamie County). Checks Data Processing printouts of area tabulations for keypunch errors; manually posts delinquent reports to area tabulation. Analyzes change in employment for each area and notes reason for change. Prepares, assembles data for, and analyzes annual bench mark of employment, on industry basis, for seven areas above; analyzes and explains all break code changes, atypical trends, and divergent series; reviews this bench mark with Federal BLS representative to obtain approved series; prepares graphs on major industries to analyze and explain.

STATISTICAL ASSISTANT -- BLS (Statistical Assistant I)

Edits BLS-790 Monthly Report on Employment, Payroll and Hours (schedules) from Iowa firms. Reduces data on each report to a one-week pay record for comparability purposes; computes average hourly rate and average hours worked per week for aggregate totals. Edits total employment and production worker figures for apparent discrepancies. Identifies inverse trends; analyzes for seasonal trends and cyclical changes; codes each report according to economic comments, activity comments, or operating comments. Contacts firms by correspondence or telephone, when necessary, to maintain validity and continuity of reports. Sorts incoming BLS-790 schedules. Matches schedules with Employment and Payroll Office Record Card; posts edited data on employment and hours worked to Payroll Office Record Card; routes card to keypunch; when card returned, refiles in Payroll Office Record Card file. Prepares BLS-790 schedules for monthly mailing; maintains account of mailing and receipt of survey forms for budget purposes. Mails postal reminder cards and second forms to late reporting firms. Assists in yearly preparation of new BLS schedules, products, or activity statements and office record card.

U. I. UNIT

SUPERVISOR, U. I. UNIT (Manpower Research Economist III)

Under general direction of Assistant Chief Research & Statistics (BLS -- U.I. Section), supervises U.I. Unit in preparation of reports and studies on Unemployment Insurance and related activities. Prepares work load estimates for use in funding positions needed to process claims; routes reports to Chief, Budget and Accounting Department in Administrative Services Division. Visits U. I. Area Claims Centers (two-man team) to validate claims data on U. I. reports. Assists in preparation of claims activity reports for Regional and national Manpower Administration Offices. Each year, using benefit cost rates, fund balances, and total wages of covered employers, determines which of five tax tables will be used as the employer contribution rate during the coming year. Coordinates U. I. Unit activities with BLS Unit, with E.S. Section, and with other divisions or departments. Provides unemployment insurance data on request. Performs as Assistant Chief, Research and Statistics Department (BLS -- U.I.) in his absence.

U. I. MANPOWER RESEARCH ECONOMIST (Manpower Research Economist I)

Prepares final weekly, monthly, quarterly, and yearly U. S. Department of Labor reports on all claims activities (UI, UCFE, and UCX for both regular and extended benefits), including appeals, work stoppages, and benefits paid on claims. Assembles data; calculates variations in amount and percentages between current and previous month and year; analyzes reasons for variations and prepares comments to explain. Activities include preparation of monthly ES-203 report on characteristics of insured unemployed, interpretation in narrative form giving reasons for changes, and routing with especially prepared tables to Information Services Department; also editing and analyzing state-wide ES-202 computer printout tabulations on quarterly and yearly listings of employment, taxable wages, and contributions paid by each employer and by industry (yearly listing also shows number in firm), researching reason(s) for any changes from previous reports, and preparing comments to explain significant changes in each industry as to trend, level of employment, or wages. Performs duties of U. I. Unit Supervisor in his absence.

U.I. MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

Assists in developing methodology and forms used in U.I. research projects. Reviews desired form of tabular output on computerized studies with Supervisor -- U. I. Unit and with Data Processing personnel; responsible for gathering the data and checking of mail questionnaires performed by Clerk Typist III and Statistical Assistant II. Analyzes tabulated data; prepares reports and interprets data in relation to the study and the U.I. Law in Iowa. Current studies include (1) Impact of Extension of U. I. Coverage to Local Government Employees; (2) Continuous Wage and Benefits History Study (experience of wage earners and claimants -- ten percent samples); (3) Impact of Extension of U.I. Coverage to Agricultural Employees;

(4) Post-Exhaustion Study (experience of claimant after using all benefits to which entitled); and (5) Special studies as determined by U. I. Unit or department, or as requested.

ACTUARY (Actuary)

Under general direction of Supervisor, U. I. Unit, participates in planning of U. I. benefit financing research projects. Assists in writing project specifications and procedures; implements studies and conducts studies to conclusion; documents results of studies for review by Supervisor, U. I. Unit, and Assistant Chief, Research and Statistics Department (BLS-U.I.); makes appropriate distribution of studies. Serves as consultant in relation to changes in Iowa Employment Security Law which could effect the Trust Fund and tax schedule. Currently working on "Impact of Extension of U. I. Coverage to Local Government Employees" for purpose of determining number of potential claimants from this group of workers.

STATISTICAL ASSISTANT -- U. I. (Statistical Assistant II)

Edits ES-202 tabulations from Data Processing (a quarterly report on employer's employment, wages, and contributions) for each of Iowa's ninety-nine counties. Compares current quarter with previous quarterly listings; makes any needed correction; investigates reason for abnormal situations and, if unable to determine, contacts employer by letter or telephone, or make estimates based on previously recorded data. After validation of ES-202, retotals wage and employment figures, prepares correction sheets and routes to Data Processing; reconciles any discrepancies between total and state-wide ES-202 totals; and, as final step, calculates and prepares correction sheet to correct summary card containing employment and total wages for each industry group in each county. Assists Manpower Research Economist in editing and corrected state-wide ES-202.

U. I. STATISTICAL ASSISTANT (Statistical Assistant I)

Records and compiles data for use in preparing and/or analyzing reports. Verifies totals on employer payrolls against Tax Functions Department figures and against total payment by industry and county tabulations. Edits nonmonetary determination tables and routes to Data Processing; checks returned tabulations (printout) and compiles data for reports. Compiles claims disposition reports used to determine reason for job separations and reasons for claim denial. Posts claims activity and benefit payment information to unit work sheets. Adjusts or revises report data. Also assists in editing ES-202 tabulations from Data Processing (a quarterly report on employer employment, wages, and contributions); for each firm checks industry code, account number, area code, amount of wages, including total and taxable, and number of employees.

LEAD U. I. CLERK (Clerk IV)

Supervises U. I. Clerk III's and participates in the following activities: Edits IESC-20 Employers Contributions and Summary Report for accuracy of wage and employment entires; sends form letter to firm if data missing or inaccurate; enters on form when information becomes available. Checks IESC-34 Employer Contribution Report Route Sheets received from Tax Functions Department; adds excess wages and total wages; checks contribution amount and first and third month of employment figures; pulls prepunched white card for each firm and adds current number of green prepunched cards for county area(s); routes to Data Processing. When Proof List returns from Data Processing, audits, makes any corrections or changes on the list, and prepares IBM cards for Data Processing on changes. Also makes changes in industrial code and location codes on reports received from Employer Liability Audit Department because of change of ownership, change in location, or merger of firms. Assigns codes to new accounts. Audits IESC-46 Federal Employment Report, following same procedure as outlined for IESC-20 Employers Contribution and Summary Report (except no contribution tax paid by Federal employers and report is, therefore, not processed by Tax Functions Department). Trains new employees; responsible for maintaining flow of work and meeting deadlines.

U.I. CLERK (Clerk III)

Audits IESC-20 Employers Contribution and Summary Report and IESC-21 Employers Payroll Report for adequacy of employment and wage information working at desk in Tax Functions Department when forms first received in that department; if data missing, records name and address of employer and omitted or inadequate items for later mailing of form letters. In U. I. Unit, checks IESC-34 Employer Contribution Report Route Sheet received from Tax Functions; totals excess wages and total wages; checks contribution amount, first and third month employment figures, and adds employment figures to account number and enters as an identifying number. Pulls prepunched white contribution cards from file, adds number of green area (county) cards needed, and routes to Data Processing. When Proof List returns from Data Processing, audits, makes any corrections needed on keypunch card, and returns to Data Processing; returns batches of contribution forms to Tax Functions Department.

U.I. CLERK (Clerk III)

Performs duties of U.I. Clerk III (see above): also assigns area codes and industry codes to new accounts or when change of ownership. Occasionally assists in processing of IESC-46 Federal Employers Contribution and Summary Report working with back quarters to pick up accounts that were missed.

STATISTICAL ASSISTANT - LOCAL GOVERNMENT STUDY (Statistical Assistant II)

Under limited to general direction of Supervision, U. I. Unit and Actuary, sets up and maintains a sample control list of local government employers and employees selected from IPERS files according to sample formula recommended by Statistical Laboratory at Iowa State University.

Maintains records of results of interviews by Statistical Laboratory staff as reported on returned questionnaires. Prepares charts, graphs, and tables on study. Assists in preparing write-up of study methodology.

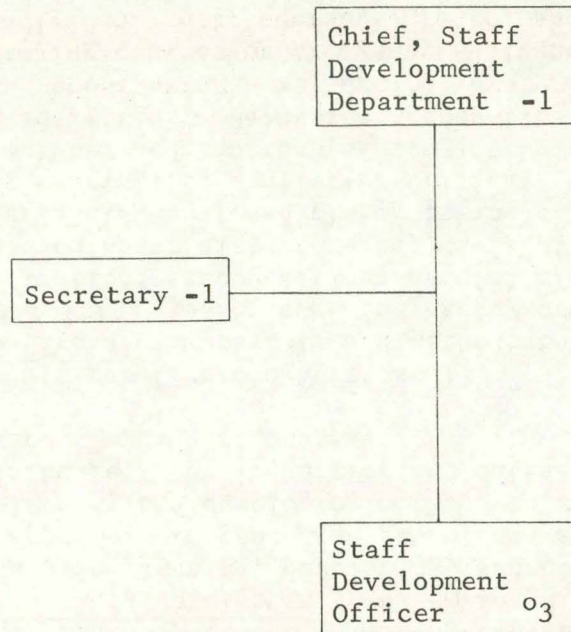
CLERK-TYPIST -- LOCAL GOVERNMENT STUDY (Clerk-Typist III)

Types statistical tables, forms, and memorandums. Assists Statistical Assistant -- Local Government Study- in setting up and maintaining control list of employers and employees under three sets of employer controls (1) by agency; (2) by county; and (3) by name of employer; also in recording results of returned questionnaires and information received from outside sources. Compiles varied breakdowns of data collected.

STAFF DEVELOPMENT DEPARTMENT

* Staffing Pattern

Training Officer II	1
Training Officer I	°3
Secretary I	<u>1</u>
Total	5



STAFF DEVELOPMENT DEPARTMENT

The Staff Development Department is responsible for agency training and related functions including in-service training provided by the Staff Development Department, and by program specialists, supervisors, managers, or others in the Administrative Office, E. S. Local Offices, and Area Claims Centers; also out-service training including individual agency-financed courses at local colleges and universities; especially developed short courses for special programs at colleges and universities on special topics such as group counseling techniques, working with disadvantaged, or management; and specialized short courses sponsored by the Manpower Administration. The department is also responsible for a small agency library including indexing of library books and publications and loaning to agency employees; keeping audio-visual equipment in repair, and loaning equipment to agency departments, E. S. Local Offices, or Area Claims Centers.

STAFF DEVELOPMENT DEPARTMENT

Chief, Staff Development Department (Training Officer II)

Plans and organizes staff development program for all agency employees. Supervises Staff Development Officers in planning, developing, and conducting training. Solicits information, cooperation, and approval of agency management and supervisory personnel in recognizing training needs, planning and developing methods to resolve these needs, and in evaluating results. Prepares budgets for in-service and out-service training costs. Approves or disapproves out-service training requests.

Staff Development Officer (Training Officer I)

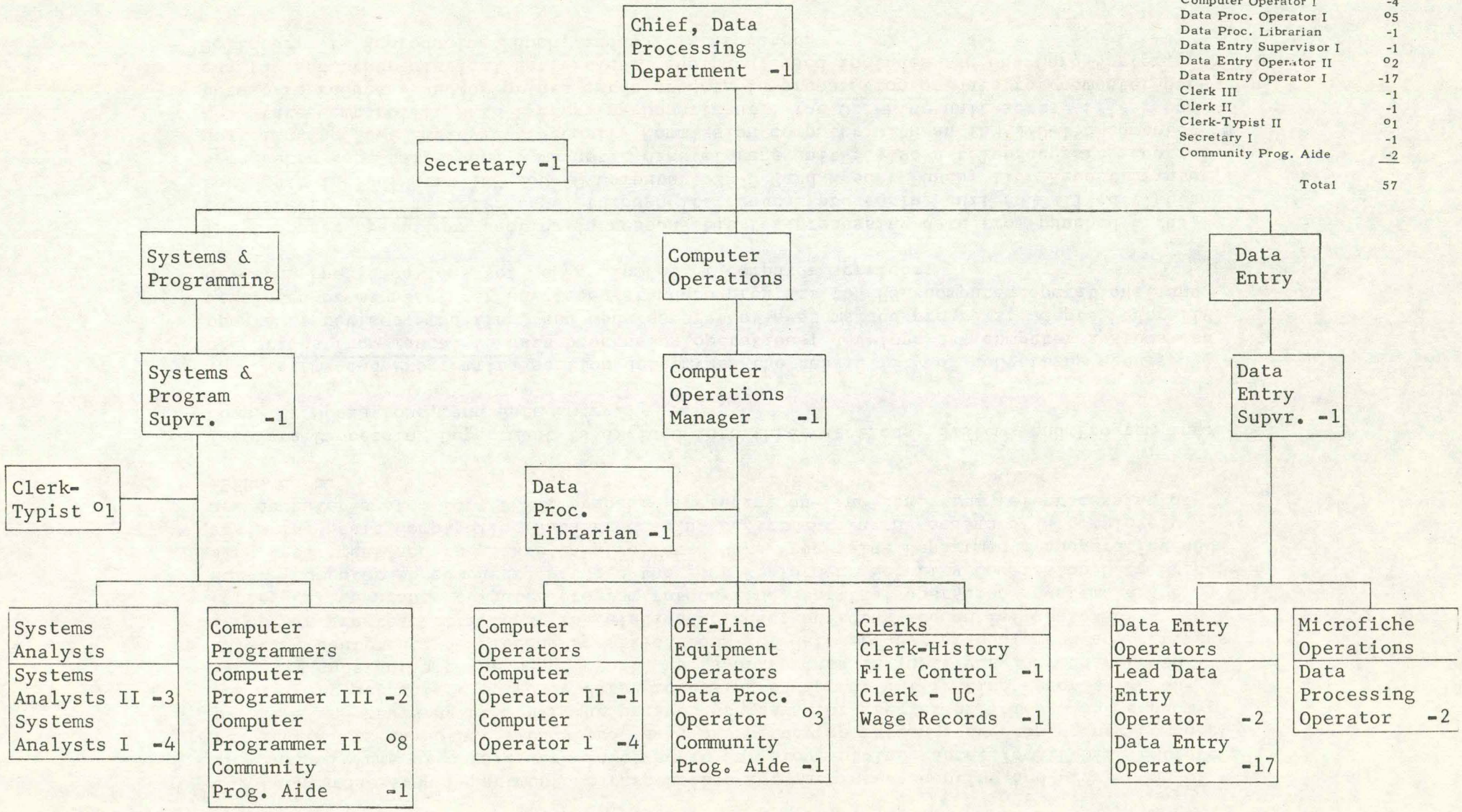
Plans and develops training materials and methods to meet individual and agency needs. Serves as instructor for training classes covering agency orientation; basic interviewer; interviewer aide; test administration; precounseling; special applicant groups including handicapped, older workers, veterans, youth, and disadvantaged; Civil Rights; ESARS-MODS and Job Bank; Unemployment Insurance including field audit and claims taking activities; and other special programs such as AMA management, Heuristics, and letter writing. Operates audio-visual equipment. Advises on instructional methods and on group meeting techniques; serves on committees to plan and coordinate training activities. Maintains agency library, physically located in Staff Development Department; indexes books using Dewey Decimal System and Sears Subject Guide. Assists in enrolling individuals taking courses under agency - financed out-service training programs; maintains record of individual cost, course(s) taken, and Educational Leave Agreement termination dates.

SECRETARY (Secretary I)

Types special reports, forms, and training aids; responsible for all duplicating, assembly, and distribution of training materials. Takes some dictation; maintains files; posts training reports. Answers telephone. Checks audio-visual equipment and library books in and out of department; performs clerical duties related to library work.

DATA PROCESSING DEPARTMENT

Data Proc. Director I	-1
Systems & Prog. Supvr.	-1
Systems Analyst II	-3
Systems Analyst I	-4
Computer Programmer III	-2
Computer Programmer II	08
Computer Operations Mgr.	-1
Computer Operator II	-1
Computer Operator I	-4
Data Proc. Operator I	05
Data Proc. Librarian	-1
Data Entry Supervisor I	-1
Data Entry Operator II	02
Data Entry Operator I	-17
Clerk III	-1
Clerk II	-1
Clerk-Typist II	01
Secretary I	-1
Community Prog. Aide	-2
Total	57



0 1 Vacancy
* Merit Employment Titles

DATA PROCESSING DEPARTMENT

The Data Processing Department is responsible for machine accounting and processing of the large volume of detail work involved in Unemployment Insurance, Iowa Public Employees Retirement System, other agency programs, and agency operations; developing new computer programs and revising or modifying present programs for greater efficiency and economy; maintaining accurate electronic data processing equipment utilization records to continually substantiate the need for all units or for use in justifying any changes to existing equipment; developing specifications for data processing equipment and services to obtain greatest efficiency in relation to cost; building sequential phases of an Unemployment Insurance computer program for on-line, terminal operation and remote job entry (computer to computer) between the Iowa Employment Security Commission Data Processing Department and the State Comptroller's Data Processing Department; cooperating and assisting State Comptroller Data Processing Department in the design of a completely new computer system for IPERS, probably including on-line real time teleprocessing of IPERS data.

The Data Processing Department is divided into three sections; Systems and Programming, Computer Operations, and Data Entry.

The Systems and Programming section determines the feasibility of converting agency operations from manual to data processing operations; develops new computer systems and programs; revises, modifies, and updates present systems and programs; adapts Federally developed or manufacturer developed standard programs to IESC computer operations; and develops specifications for new equipment or computer services.

The Computer Operations section is responsible for processing data from punched cards (or directly from magnetic tape) through its central processing unit and allied electronic equipment including an IBM 360-40 Computer, 2540 Card Reader Punch; 1100 Report Printer, 6 magnetic tape units, and 9 magnetic disk storage units; also a teleprocessing control unit linking Iowa Employment Security Commission computer with an IBM 370-155 computer in the State Comptroller Data Processing Department. The Off-Line unit sorts, files, computes, reproduces, and/or prints cards or data in preparation of data for computer processing and other clerical activities. Equipment used includes IBM 084 Card Sorter, 088 Collator, 514 Reproducing Punch, and 557 Interpreter.

The Data Entry section is responsible for entry of data onto key punch cards or directly onto magnetic tape for processing by off-line equipment and/or computer. Equipment used includes IBM 029 Key Punch machine, IBM 059 Verifier, and Honeywell Key Entry Magnetic Tape/Bell Telephone Data Transmission Set; an MTC Microfilm and OP-40 Kleer Vu machine (in microfiche room) is also used for preparation of microfiche for Job Bank Centers.

DATA PROCESSING DEPARTMENT

CHIEF, DATA PROCESSING (Data Processing Director I)

Under general direction of Commission, plans, directs, and coordinates activities of the Data Processing Department; supervises staff through subordinate supervisors and by direct supervision. Coordinates scheduling of work through the various sections of the Department. Participates and/or conducts planning sessions with other IESC department heads relative to Data Processing services. Prepares long range plans for computer hardware requirements; develops bid specifications for both equipment and programming services, as needed; evaluates alternate Data Processing methods from a service cost basis.

SECRETARY TO CHIEF, DATA PROCESSING DEPARTMENT (Secretary I)

Performs secretarial duties for Chief, Data Processing Department. Answers department telephone on all incoming calls; locates party and routes call; takes messages; makes appointments. Types correspondence, memos, reports, IBM billings, requisitions, forms, and related. Keeps attendance, overtime, and production records; prepares and routes overtime report to Payroll; checks IESC 303 Monthly Time Reports for entire department. Completes IESC 50 Payroll Certification form; obtains proper signature and IESC seal; and returns form to computer room for forwarding, with tape record(s), to State Comptroller or Treasurer for printing of warrants. Computes hours of overtime for IBM equipment. Maintains department supplies; prepares purchase orders for supplies purchased outside of agency.

SYSTEMS AND PROGRAMMING

SUPERVISOR, SYSTEMS AND PROGRAMMING (Systems and Programming Supervisor)

Under general direction of Chief, Data Processing Department, plans, coordinates, and directs activities of Systems Analysts and Programmers in converting work systems or processes to electronic data processing methods. Confers with managerial personnel relative to departmental goals and broad outline of system studies; develops plans and time schedules for specific projects; establishes standards of terminology and symbology

to simplify interpretation of systems and programming requirements. Assigns Analysts and Programmers to projects. Confers with Computer Operations Manager concerning coordination of systems, programming, and operational procedures. Consults with representatives of Methods and Planning Department concerning procedures for use in implementation of Data Processing. Maintains contact with computer manufacturers to keep abreast of new equipment and programming methods.

CLERK-TYPIST (Clerk-Typist II)

Performs statistical and chart form typing assignments for Systems and Programming Supervisor, Systems Analysts, Computer Operations Manager. Prepares final documentation, such as final charts, diagrams and related items from rough drafts, for incorporation into library manuals. Maintains library of procedure manuals and IBM manuals for Programmers, Analysts, and computer operations personnel. Answers telephone, locates employees, and routes call or takes message. In absence of Secretary to Chief, Data Processing Department, types Payroll Certification for payrolls prepared by Data Processing for Unemployment Compensation, IPERS, etc. Performs functions of Data Processing Librarian in her absence.

SYSTEMS ANALYSTS

SYSTEMS ANALYST II

Performs duties of Systems Analyst I working on more complex and/or extensive programs. May specialize in special Research and Statistics reporting or second generation Charge-back, although assignments may not be limited to area of specialization. Assists Systems and Programming Supervisor; performs duties of Systems and Programming Supervisor in his absence.

SYSTEMS ANALYST II

Performs duties of Systems Analyst I working on more complex and/or extensive programs. May specialize in special program such as a totally automated UI system or the Job Bank system although assignments may not be limited to area of specialization.

SYSTEMS ANALYST I

Designs systems for processing on an electronic computer. Analyzes agency problems with emphasis on practical application for computer and peripheral equipment; makes recommendations as to feasibility; consults with department heads and staff to determine output and method of obtaining data for input; prepares current work flow patterns and reduces

to detailed operation; selects most practical and economic method in relation to programming, computer operation, cost, and user requirements. Documents information into reports and process flow charts showing work flow paths, and input and output requirements as related to both computer operations and manual user operations. Develops program work specifications for Systems and Programming Supervisor who makes assignments to Programmers; instructs, directs, and checks work of Programmer(s) assigned to specific systems program. Prepares parameters for test data after initial data area has been created; provides implementation planning for tested system. Assists other Systems Analysts on other programs as required or requested; works with Management Analysts (Methods and Planning Department) in the development of agency systems. Writes proposals for new equipment and out-of-agency services. May specialize in programs such as IPERS, Chargeback, Employer Accounting (including Employer Liability Audit), Federal manpower programs, and BLS reporting, or software programming, although assignments may not be limited to area of specialization.

COMPUTER PROGRAMMERS

PROGRAMMER III (Computer Programmer III)

Performs duties of Programmer working on more complex or extensive computer programs. Provides lead direction to Programmer I or II's assigned to project; checks final detailed block diagramming and preparation of detailed program for accuracy and conformance with overall system designs. Confers with department heads and staff and with Systems Analysts concerning converting existing methods to electronic processing; writes program access modules to pick up data on presently operating programs; tailors manufacturers software programs to meet IESC requirements. Reviews, analyzes, and evaluates present programs and/or systems; determines validity of new or modified programs; studies existing data processing procedures for purpose of optimization and integration. Assists in design of new forms, documents, or cards needed in systems and/or programs. Writes procedural manuals. May specialize in program areas such as Cost Accounting, ESARS, or conversion of software programs, although assignments may not be limited to area of speciality.

PROGRAMMER II (Computer Programmer II)

Writes set of program instructions to be used on electronic computer for the processing of data or preparation of reports; works from complete or partially complete work specifications using BAL or COBOL symbolic coding system. Defines problem in detailed

steps; prepares diagrams or flow charts for step-by-step operation; codes or changes steps into a set of instructions acceptable to computer; debugs program (tests on computer); documents or describes what is contained in the program for use as reference by other Programmers and Computer Operators using flow charts, verbal descriptions, and samples of forms, cards, or other items. May specialize in programs such as ESARS, POSARS, UI, Job Bank, Employer Accounting, Federal manpower programs, or software programming, although assignments may not be limited to area of specialization.

PROGRAMMER TRAINEE (Community Program Aide II)

Under immediate to general supervision, performs duties of Programmer II but involving less skill and knowledge; as gains experience, progresses from routine to more complicated tasks.

COMPUTER OPERATIONS

COMPUTER OPERATIONS MANAGER (Computer Operations Manager I)

Plans and directs operations of 3 shift Data Processing section; responsible for computer workload schedule, efficiencies of machine operations, adequate maintenance of equipment; supervises computer and off-line equipment operators, and clerical personnel; reviews performance for adherence to department standards of operation; performs on-the-job training of new personnel. Works with Systems Analyst and Programmers in scheduling machine time for new programs and reports or in removing from schedule, and with user departments regarding data input and scheduling of programs. Evaluates new equipment and devices on the market as requested by Chief, Data Processing Department. Anticipates need for and orders additional equipment and forms for increased work loads. Is on 24 hour call to resolve emergency operating problems.

DATA PROCESSING LIBRARIAN (Data Processing Librarian)

Maintains standardized 1600 magnetic tape and disk file library; selects and sets up appropriate tape(s) for each program listed on daily 3-shift computer schedule; maintains system of back-up tapes on cost masters, cost accounting, employer and employee records, and contribution employer rates, transferring copies of these tapes to vault every other day (to ensure security of information in case of catastrophe). Issues data processing materials and maintains charge-out records; notifies Computer Operations Manager of worn or damaged tapes.

COMPUTER OPERATOR II (Computer Operator II)

Performs duties of Computer Operator I; also prepares computer schedule for 3 shift operation; coordinates, oversees, and participates in operation of off-line equipment (see DATA PROCESSING OPERATOR I).

COMPUTER OPERATOR I (Computer Operator I)

Monitors operations of an IBM 360-40 Computer System including a 2540 Card Reader/Punch, 1100 Report Printer, 6 magnetic tape units, and 9 magnetic disk storage units, also a teleprocessing control unit linking the IESC computer and the computer in the State Comptroller Data Processing Department. Implements program instruction sheets to determine equipment set-up, forms, and form settings, and input and output for operation; selects proper input card disks and tapes; sets up equipment. Notifies Systems Analyst or Programmer if program is not functioning correctly. Performs minor maintenance on machine; notifies Computer Program Manager or calls IBM repair service if machine malfunction. Assists in maintaining tape history file. Records each job in log.

OFF-LINE EQUIPMENT OPERATORS

DATA PROCESSING OPERATOR (Data Processing Operator I)

DATA PROCESSING OPERATOR (Community Program Aide)

Operates off-line equipment including IBM 084 Card Sorter, 088 Collator, 514 Reproducing Punch, and 557 Interpreter. Selects and inserts proper wiring units, runs appropriate input - output cards, feeds cards, and makes test runs to verify operation of machine; processes various punch card files, some requiring quite lengthy procedures. Performs minor board wiring. Also operates Reports Decollator to remove carbon between printout copies.

CLERKS

HISTORY FILE CONTROL CLERK (Clerk III)

Maintains employer and employer key punched IESC 202M Claim for Benefit card files; pulls cards for review, revision, or updating or upon request. Operates IBM 084 Card Sorter and IBM 557 Interpreter; limited operation of IBM 029 key punch machine. Reviews wage transcripts for obvious errors; makes corrections on IESC 216 Request for Omitted Wage Credits and Wage Adjustment Reports and schedules for re-run; arranges for preparation of new punched card if too many flags on a claim for computer processing; notifies Claims Department when UI claim must be changed to UC-UCX claim and makes necessary changes. Reviews daily up-date flag card check form and quits and makes necessary adjustments. Checks IESC 970 Request for Determination of Federal Military

Forms and ES 931 Request for Wage and Separation Information (Federal Employees) against key punched cards and wages on forms; pulls log cards to be stored for weekly taping. Trains and supervises up to three part-time or temporary clerks during heavy work loads.

CLERK - UC WAGE RECORDS (Clerk II)

Stamps IESC 34 Employer Contribution Report Route Sheet batches containing IESC 21 Employer Payroll Reports, records batch number, pulls matching pre-punched employer master cards from box file, and routes forms and cards to Data Entry section; when payroll batches returned from Data Entry after key punching, records return of batches and files by batch number in file drawer. When key punched cards, with tabulation sheets, returned after computer processing, checks tabulations for errors; if error detected, pulls key punched card from box file, and determines employer account number; on key punch errors, makes corrections, and returns to key punch; on employer errors, routes to Adjustment Deputy in Tax Functions Department. Also checks key punched cards sent in by employer in lieu of a listing on IESC 21 Employer Payroll Report following procedure above.

DATA ENTRY

DATA ENTRY SUPERVISOR (Data Entry Supervisor I)

Under general direction of Chief, Data Processing Department, supervises Data Entry Operators and also evening shift Data Processing Operators (microfiche group) assigned to Job Bank - MODS activities. Maintains control and production schedules. Plans and directs flow of work to ensure maximum production and adherence to time commitments with associate Data Processing units. Operates data entry machine to produce master program cards or tapes. Maintains records of incoming data, and also time sheets for staff.

DATA ENTRY OPERATORS

LEAD DATA ENTRY OPERATOR (Data Entry Operator II)

Supervises five Data Entry Operator I's on evening shift and participates in work; performs duties of Data Entry Operator I on data involving more format or more complex tasks; prepares master program cards. Answers telephone. Notifies Data Entry Supervisor if assistance is needed to resolve operating problems.

DATA ENTRY OPERATOR (Data Entry Operator I)

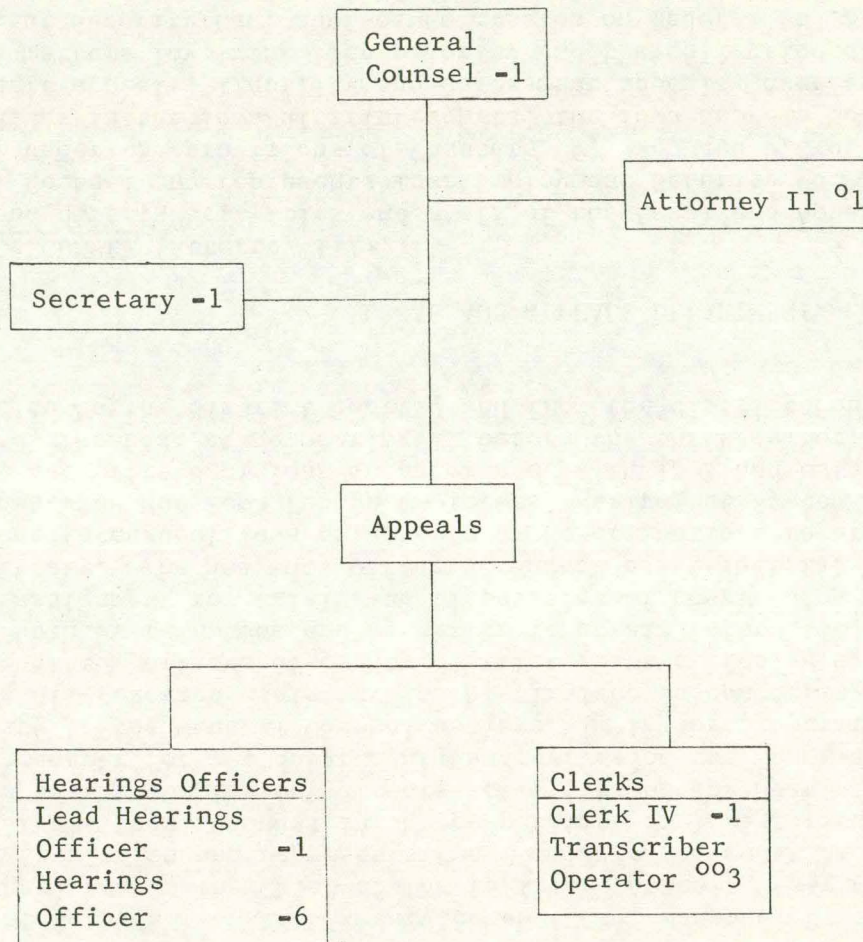
Operates IBM 029 alpha numeric key-entry machine to transcribe data from source documents (data on various agency programs and operations) onto punch cards; uses pre-punched program cards. Operates IBM 059 alpha-numeric verifier machine, re-entering the data punched by other Data Entry Operators, to detect inaccurate entries. Occasionally operates alpha-numeric Honeywell key entry magnetic tape/Bell Telephone Data Transmission Set to enter programs onto magnetic tape for program testing; verifies by rewinding tape, and re-entering data; makes any needed corrections on tape. Reports irregularities in source data or faulty machine operation to Data Entry Supervisor or to Lead Data Entry Operator. Prepares daily production report.

MICROFICHE OPERATIONS

DATA PROCESSING OPERATOR (Microfiche Group)(Data Processing Operator I)

Operates alpha-numeric Honeywell magnetic tape/Bell Telephone Transmission Set to receive data from four Job Bank Centers (Cedar Rapids, Ottumwa, Sioux City, and Waterloo). Mounts tape on machine, starts machine to receive data and record on tape. Makes any necessary adjustments required; reports malfunctions to supervisor. Routes completed tapes (including Des Moines) to Computer Operator for processing; when tapes run, removes carbon from printouts and bursts into separate sheets or sets. Operates MTC Microfilm machine to photograph selected printouts; inserts microfilm in microfiche jacket; operates OP-40 Kleer-Vu machine to make duplicate copies of microfiche. Inserts microfiche copies and printouts into prepared envelopes for routing to designated E. S. Local Offices and Job Bank Centers. May also operate Sorter and Interpreter if time permits.

LEGAL AND APPEALS DEPARTMENT



* Staffing Pattern

Attorney III	-1
Attorney II	01
Hearings Officer II	-5
Hearings Officer I	-2
Clerk IV	-1
Dictating Machine Transcriber	003
Secretary III	<u>-1</u>
Total	14

0 1 Vacant
 00 2 Vacant

LEGAL AND APPEALS DEPARTMENT

The Legal and Appeals Department handles lower authority administrative appeals, and court actions, and provides opinions and general legal services for the agency. It renders opinions and advises the Commission, division heads, other agencies and the general public on matters relating to the Iowa Employment Security Law, Iowa Public Employees' Retirement System Law, Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-servicemen (UCX), Manpower Development and Training Act, and other areas. The Chief of the Legal and Appeals Department is also General Counsel to the Commission and represents the Commission on court cases. He works with the Commission's Legal Counsel in the preparation of legislation affecting the laws administered by the Commission, directs activities of the Hearings Officers, acts as cost center manager for the department, and serves on the Commission's space committee. The secretary to the General Counsel assists him in the preparation of all court work; acts as his research assistant; as his liaison in contacting attorneys' offices throughout the State, offices of county district court clerks, court reporters, and the general public both by telephone and by letter to obtain information necessary in the preparation, assignment for trial, and disposition of court cases; and maintains Legal Department library. The Hearings Officers conduct quasi-judicial hearings in various cities and towns throughout Iowa on appeals on determinations regarding claims for Unemployment Insurance and Iowa Public Employees' Retirement System benefits and employer liability, and write decisions in accordance with laws and established precedents. If appealed, the next stage hearing is before the three-member Commission; and from the Commission to the district courts, and from the district courts to the Iowa Supreme Court.

LEGAL AND APPEALS DEPARTMENT

GENERAL COUNSEL (Attorney III)

Plans and directs activities and staff of the Legal and Appeals Department; serves as General Counsel and represents Iowa Employment Security Commission in all litigation arising under the provisions of Chapters 96, 97B, and 97C of the Code of Iowa including proceedings in the Iowa district courts, the Iowa Supreme Court, and the Federal courts on benefit appeals, liability and assessment appeals, creditors' proceedings, and foreclosure matters involving lien priority and the collection of taxes due under the Iowa Employment Security Law; advises Commission on Federal and State legislation, rules, regulations and standards. Confers with Employer Liability Audit Department and De-

partment and Delinquent Accounts sections of Tax Functions Department concerning reports, correspondence, legal procedures, and problems and makes recommendations. Reviews hearings procedures and evidentiary questions with Hearings Officers and advises on precedents in other States. Together with Commission's Legal Counsel, researches, drafts, and discusses legislative bills and amendments with Commission, division heads, State officials, and legislators relating to chapters of the Code administered by the agency. Prepares legal opinions for Commission, division heads, other State agency officials, and the Bureau of Labor. Serves as a member of the Commission's Local Office Space Planning Committee in the preparation of leases, amendatory agreements regarding leases, and legal problems involved in selection of new sites. Acts as cost center manager for Legal and Appeals Department in the preparation of budget proposals based on work load and review of budgetary problems.

ASSISTANT GENERAL COUNSEL (Attorney II)

Assists in legal functions performed by General Counsel above. Holds lower authority hearings during third and fourth quarters of fiscal year (see Hearings Officer II). Plans and directs activities of Legal and Appeals Department in absence of General Counsel.

SECRETARY TO GENERAL COUNSEL (Secretary III)

Assists General Counsel in preparation of cases involving the Commission in the district courts, the Supreme Court of Iowa, and the Federal courts on appeals arising from disputed claims for payments of UI and IPERS benefits, from Commission determinations as to liability and assessments of contribution rates, and in cases involving mortgage foreclosures in which the Commission has filed liens. Abstracts records to be certified to district courts and records to be printed and submitted to Supreme Court. Assists in preparation of briefs and arguments and various forms of pleadings required in above court matters and in related correspondence, some prepared from dictation in whole or in part by the General Counsel and some on own initiative. Assists in preparation of legal opinions for Commission, division heads, and officials of other State and Federal agencies. Acts as research assistant for General Counsel. Maintains docket of all court appeals and is responsible for watching statutory time limits in filing court records and pleadings so that Commission will not be in default in court actions. Notes incoming inter-agency and library materials which may be of interest to Hearings Officers and prepares such materials for distribution to Hearings Officers with or without accompanying explanatory memos. Aids in drafting and rescinding of rules promulgated by Commission, and drafts bills and amendments to laws administered by Commission. Prepares legislative enactments for printers in printing of IESC and IPERS Laws.

Maintains additions and changes in Legal Department's library and catalogs pertinent to district court and Supreme Court cases reported in Commerce Clearing House Unemployment Insurance Reports. Acts as General Counsel's liaison in contacting appropriate persons and offices in preparation, assignment for trial, and disposition of court cases.

LEAD HEARINGS OFFICER (Hearings Officer II)

Performs duties of Hearings Officer II; also reviews decisions of other Hearings Officers and trains in decision writing and conduct of hearings.

HEARINGS OFFICER (Hearings Officer II)

HEARINGS OFFICER (Hearings Officer I)

Conducts quasi-judicial hearings in cities and towns throughout Iowa and writes decisions on appeals from determinations regarding Unemployment Insurance and Iowa Public Employees' Retirement System benefits and also on employer liability matters. Reviews, in advance, pertinent material which has a bearing on scheduled hearings; travels to point where hearing to be held. Conducts hearings; places witnesses under oath; questions witnesses to develop pertinent facts; directs recording of testimony, rules on objections, and facilitates the cross-examination of witnesses wherever necessary. Evaluates evidence; prepares written findings of fact and decision in accordance with the law and established precedents.

CLERK IV - APPEALS (Clerk IV)

Processes Unemployment Insurance appeals received daily from the Claims Department; dates, indexes, docket, and schedules following statutory requirements. Prepares and types weekly appeals hearings itineraries for seven Hearings Officers; determines route and schedules date and time of hearing; types and forwards notice of scheduled hearing to all parties involved; prepares all necessary appeals forms for both intra-state and inter-state appeals. Maintains current appeals record files; answers inquiries on appeals from Commission, Legal Counsel, Claims Department, or other agency personnel either in person, by telephone, or through correspondence. Prepares and forwards notice of dismissal or postponement of appeals; reschedules hearings. Types expense accounts. Prepares weekly appeal report for department and both a weekly and monthly report for the Research and Statistics Department.

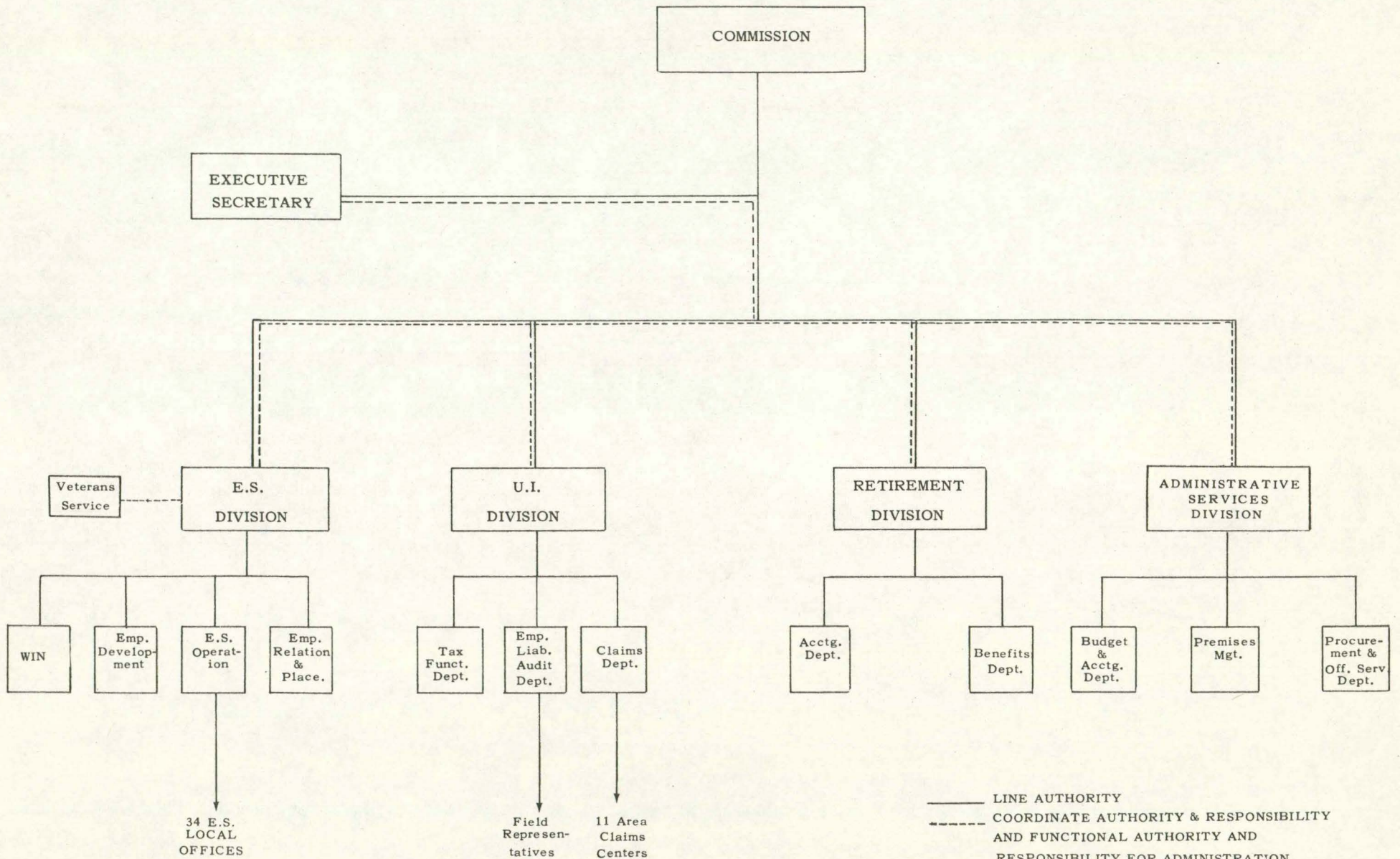
TRANSCRIBER OPERATOR - APPEALS (Dictating Machine Transcriber)

Types IESC-21 Notice of Hearing forms for forwarding to all interested parties on Unemployment Insurance appeals received from Claims Department; also subpoena notices to witnesses requested by claimant to appear at hearing; and notices of dismissal or postponement of hearings. Checks invoices on witness and sheriff fees; types letter to Executive Secretary requesting approval for payment; prepares Voucher 1 for payment; and mails warrants when received. Checks appeal decisions returned from Word Processing for accuracy of hearings number, Social Security number, and address; dates and stamps decisions, indexes by appeals number, and routes for duplicating; sorts returned duplicate copies and forwards to all interested parties, Commission, and agency departments; returns claims folders to Claims Department. Types expense accounts.

LEGAL COUNSEL (See Under COMMISSION STAFF)

IOWA EMPLOYMENT SECURITY COMMISSION
ORGANIZATIONAL CHART

DIVISIONS



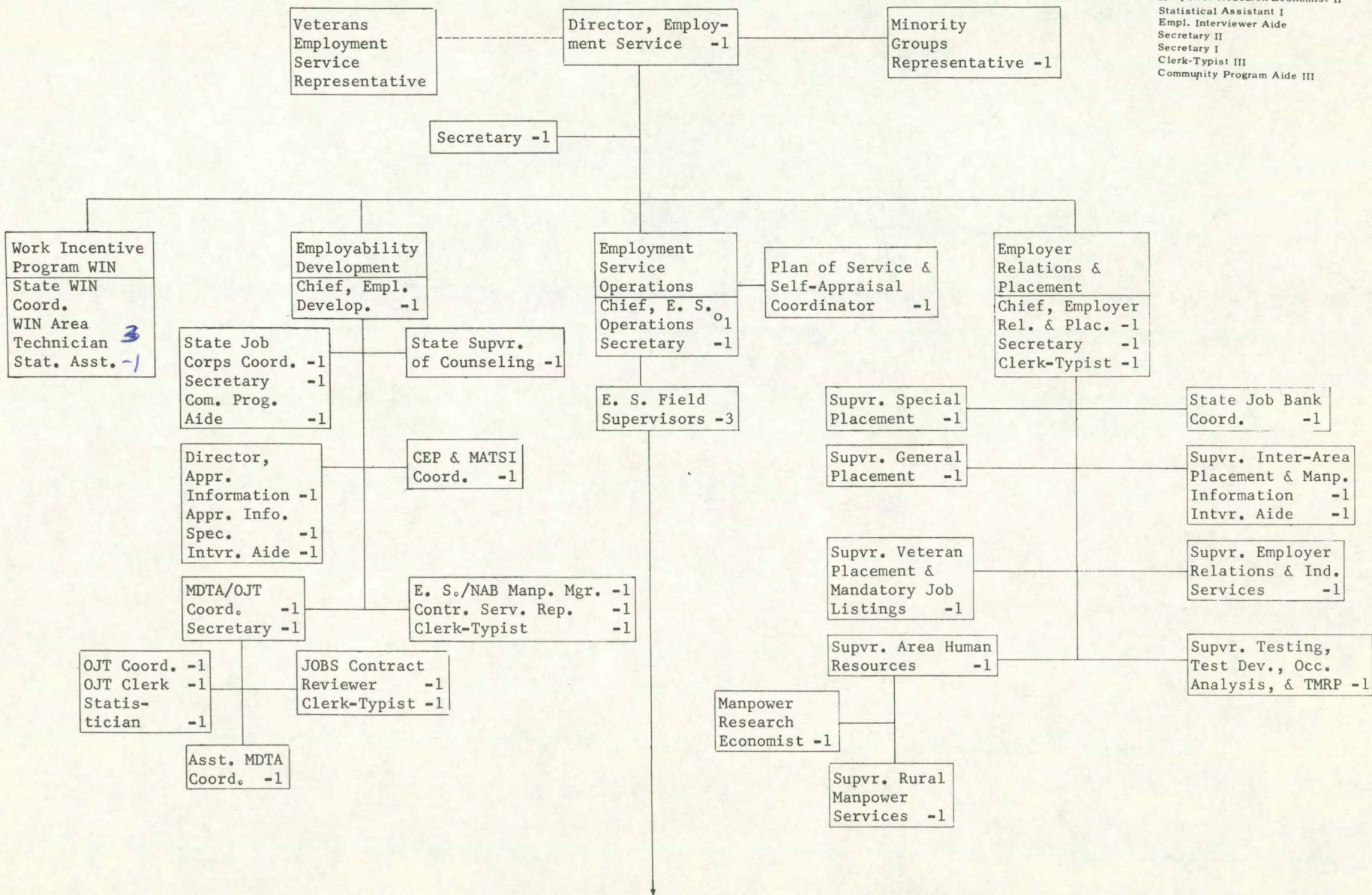
— LINE AUTHORITY
 - - - COORDINATE AUTHORITY & RESPONSIBILITY AND FUNCTIONAL AUTHORITY AND RESPONSIBILITY FOR ADMINISTRATION

EMPLOYMENT SERVICE DIVISION

* Staffing Pattern

E. S. Administrator	1
E. S. Operations Supervisor	01
E. S. Field Supervisor	3
E. S. Specialist V	2
E. S. Specialist IV	5
E. S. Specialist III	014
E. S. Specialist II	4
E. S. Specialist I	1
State Counseling Supervisor	1
Manpower Specialist II	2
Manpower Research Economist II	1
Statistical Assistant I	2
Empl. Interviewer Aide	2
Secretary II	1
Secretary I	4
Clerk-Typist III	4
Community Program Aide III	1

49



--- Functional Authority and Responsibility
 — Line Authority

E. S. Local Offices

o Vacancy
 * Merit Employment Titles

EMPLOYMENT SERVICE DIVISION

The Employment Service Division is responsible for the operation of thirty-four Iowa State Employment Service offices throughout Iowa in accordance with agency policies and procedures, Federal guidelines and statutes, and fiscal priority objectives. Two Operation Hitchhike offices are also operated in conjunction with Iowa County Extension Services. Major services provided by E. S. Local Offices include placement and job development; counseling and testing; services to special applicant groups including veterans, handicapped, older worker, youth, and disadvantaged; equal opportunity employment for minorities; labor market and occupational information; Federal and Federal-State training programs including MDTA, NAB-JOBS, and Job Corps; employer industrial services; and active participation and/or leadership in Manpower Area Planning Council (MAPC), and other community programs.

The Employment Service Division is divided into four units: Work Incentive Program (WIN); Employability Development; Employment Service Operations; and Employer Relations and Placement.

The Work Incentive Program (WIN) Unit is responsible for the administration of the Iowa Work Incentive Program according to Federal guidelines, amendments to the Social Security Act (Title IV - Part C), and the Talmadge Amendment of December, 1971. The Unit plans, develops, coordinates, monitors, and administers activities of the nine WIN Projects located in Iowa Employment Service Offices; maintains working relationships primarily with the State and Local Department of Social Service's Separate Administrative Units WIN Staff to facilitate the referral of Aid to Families with Dependent Children (AFDC) clients to the WIN program, as well as with State and Local Governor's Office of Programming & Planning (CAMPS/AMPB) organizations for institutional training guidance, along with State and Local Rehabilitation Educational Services for support to partially disabled WIN clients, and promotes inter-agency cooperation; sets operational policies and procedures; develops budgets; monitors operations; provides technical assistance to WIN projects; trains WIN staff and provides for staff development; and insures that data is compiled for timely forwarding to Regional and national offices. Responsible, in concert with other E. S. Units, to ensure DOL national and Regional directives regarding top priority afforded the WIN program is extended by all E. S. program and service areas. The unit is also responsible for ensuring the right of every WIN participant to a fair and impartial system of grievance hearings and the further right of appeal to a State Hearing Officer or Commission Appeal Hearing; ensuring equitable understandable access to the employer tax credit established by the Revenue Act of 1971; and establishing, in concert with the State Comprehensive Area Manpower Planning System, a Labor Market Advisory Council for each WIN project.

The Employability Development Unit is responsible for adapting special programs into Iowa's operations including planning, directing, and developing procedures; preparation of budgets; contract writing and contract negotiations with Regional Manpower Administration staff for training and training related special programs; and functional supervision and evaluation of 34 E. S. Local Offices in the implementation and operation of these programs according to Federal guidelines and Federal statutes. Programs included Job Corps, Manpower Development and Training Act, Jobs Optional Program (JOP), Job Opportunities in the Business Sector (JOBS), Apprenticeship Information, and counseling of applicants. In addition, this unit also coordinates Employment Service operations in the Des Moines area relative to the Concentrated Employment Program (CEP). A representative from this unit also serves on the Des Moines Manpower Area Planning Council (currently serving as chairman of this group).

The Employment Service Operations Unit, under the direction of Employment Service Director, exercises direct line supervision over all E. S. Local Office operations including personnel, budgets, special programs, public relations, and community relations. Plans, develops, and initiates programs, policies, and procedures. Reviews and evaluates operations to promote improvements and to insure adherence to uniform procedures, policies, and standards of operation. Takes direct corrective action by memorandum to local offices or through subordinate supervisors when problem areas appear.

The Employer Relations and Placement Unit, is responsible for the implementation, coordination, and functional supervision of E. S. Local Offices in the operation of statewide Employment Service programs including interpretation of Federal and/or State guidelines; monitoring and evaluating local offices in designated program areas; maintaining liaison with representatives of other government agencies, employer organizations, labor unions, or special interest groups; training local office staff in operation of programs; developing or adapting new techniques, training guides, brochures, or procedures; and coordinating programs with activities of other units in the E. S. Division and within local offices. Program areas include the following: placement, Job Bank, testing and occupational analysis, manpower research and analysis, employer relations and industrial services, and inter-area placement; also special services to veterans, handicapped, older worker, youth, and disadvantaged. Special programs include Jobs for Veterans, Operations MEDIHC, Trade Expansion Act, Smaller Communities, Area Human Resources, Operation Hitchhike, Farm Labor and Rural Manpower Services, Teacher Placement, Food Stamps, Mandatory Listings under Executive Order No. 11598, Occupational Information Service, Job Information Delivery Systems (JIDS), Alien Employment Certification Requests, and Technology, Mobilization, and Reemployment Program (TMRP); also Iowa's Governor's Youth Program, and issuance of Iowa work permits to youth.

EMPLOYMENT SERVICE DIVISION

DIRECTOR, EMPLOYMENT SERVICE DIVISION (Employment Service Administrator)

Under general Commission direction, administers, plans, and directs all state-wide Employment Service programs and activities; organizes departments, units, and local offices to attain agency goals; assigns responsibility and lines of authority among E. S. Division employees. Reviews, adapts, and implements staff planning to facilitate operations; coordinates activities of E. S. Division and E. S. Local Offices with other divisions or departments. Evaluates effectiveness of E. S. Local Office operations through program specialists, E. S. Field Supervisors, and local office management personnel. Represents the Iowa Employment Security Commission in meetings with community groups, other public and private agencies, Regional or national Manpower Administration, and other employment-oriented public and private groups.

VETERANS SERVICE (A Cooperating Agency)

The Veterans Employment Representative (VER), administratively responsible to the Chief, Veterans Employment Service in the Department of Labor, is attached to the Employment Service Division. He is responsible for functional supervision (in cooperation with the Employment Service Division) of E. S. Local Offices in the following veteran activities; registration of veterans for suitable types of employment or training, employment counseling services, and placement of eligible veterans in employment and/or training programs; assisting in securing and maintaining current information as to the various types of available employment and training opportunities in public works, private industry, and business; promoting the interest of employers and labor unions in employing veterans and in conducting on-the-job training and apprenticeship programs for veterans; developing training materials and assisting in training local office Veteran Employment Representatives in Special Services to Veterans; assisting in evaluation of local office operations and providing technical advice in the solution of operation problems in connection with veteran services; maintaining regular contact with employers, labor unions, training programs, and veteran organizations to keep employers advised of veterans available for employment, and veterans advised of employment opportunities; and assisting in every possible way in improving working conditions and the advancement of employment for veterans.

STATE MINORITY GROUPS REPRESENTATIVE (E. S. Specialist III)

Serves on E. S. Director's staff as advisor to Employment Service and Unemployment Insurance Divisions and to the Commission in matters related to Federal and State Civil Rights and Equal Employment Opportunity legislation and directives. Contacts individuals or groups involved in

complaints not resolved at the E. S. Local Office or Area Claims Center level; attempts to effect conciliation and/or resolve complaints; investigates formal charges for Commission. Trains E. S. and U. I. staff on Civil Rights; gives refresher training as need indicated; assists Staff Development Department on Civil Rights training programs. Promotes acceptance of affirmative action policy statements on pre-contract awards. Participates in Federal and State compliance reviews. Acts as liaison between Iowa Employment Security Commission and Civil Rights Commission, Civil Rights organizations, and employers on matters of Civil Rights. Prepare monthly report on complaints received and investigated for forwarding to Regional Office.

SECRETARY TO EMPLOYMENT SERVICE DIRECTOR (Secretary II)

Performs secretarial duties for Director, Employment Service Division, Sorts and distributes mail. Routes agency letters for approval, numbering, initialling, and/or signature. Types out-of-State travel requests, weekly out-of-State travel report, and within State travel vouchers. Reserves State cards and keeps log of reservations. Reserves and schedules E. S. Conference Room. Keeps daily attendance schedule. Files correspondence, reports, and agency letters. Occasionally dictates to Word Processing. Performs duties of Secretary to Chief, E. S. Operations, in her absence.

WORK INCENTIVE PROGRAM

WORK INCENTIVE PROGRAM COORDINATOR (E. S. Specialist IV)

Under general direction of Director, Employment Service Division, plans, directs, and supervises activities of the Iowa Work Incentive Program (Title IV of Social Security Act). Assists WIN Local Office in planning a WIN program for the transfer of welfare recipients from AFDC to the WIN program, providing such welfare applicants with suitable training, work experience, social and medical services, appeal services, relocation assistance when necessary, and, ultimately, placement in suitable employment. Confirms that Federal, State, and local contractual agreements are in compliance and makes any necessary revisions in the contract. Maintains liaison with Federal and State representatives for education, vocational rehabilitation, welfare (O.E.O., CAP, or CEP), and with private sponsors of work experience and/or on-the-job training facilities.

WORK INCENTIVE PROGRAM AREA TECHNICIAN (E. S. Specialist II)

Under direction of Work Incentive Program Coordinator, provides local office support and clarification of WIN guidelines, and monitors adherence to WIN standards of operation. Evaluates quality of local WIN project management and may advise changes in budget, staff, or program planning. Works as member of team with other Area Technicians and WIN Program Coordinator in development of total budget proposals and state-wide plans for operation of WIN programs.

WORK INCENTIVE PROGRAM STATISTICAL ASSISTANT (Statistical Assistant I)

Posts daily and monthly statistical reports received from WIN local offices to Central Record Unit form. Compiles and types Federal reports on participant flow, services rendered, characteristics, and terminations (successful/non-successful). Posts national performance data on WIN program components for use by WIN Area Technicians for monitoring compliance requirements. Reviews On-the-Job Training in Public Service Employment Service contracts and checks to see that follow-up reports of contract payments are submitted within time allowed.

EMPLOYABILITY DEVELOPMENT UNIT

CHIEF, EMPLOYABILITY DEVELOPMENT UNIT (E.S. Specialist V)

Under general direction of Director, Employment Service Division, directs and supervises program supervisors of the Concentrated Employment Program (CEP), Job Corps, Manpower Development and Training Act (MDTA) institutional, JOBS Optional Program (JOP), Job Opportunities in Business Sector (JOBS) Metro, JOBS state-wide, Apprenticeship Information Centers, and counseling services. Assists in developing for each program its policy, goals, and procedures. Coordinates program activities to insure interfacing. Reviews accomplishments to measure effectiveness. Assists Director, Employment Service Division, in making policy decisions which would affect the total Employment Service Division. Coordinates total unit activities with other units in the E.S. Division and with other agency divisions or departments as acquired. Trains E.S. Division and E.S. Local Office staff.

JOB CORPS

STATE JOB CORPS COORDINATOR (E.S. Specialist III)

Plans, coordinates, directs, and provides functional supervision of E.S. Local Offices for the state-wide Job Corps Program including recruitment, training, and referral of Job Corps applicants, and placement and supportive service for Job Corps returnees. Provides functional supervision of Job Corps screeners and direct supervision of the Job Corps section. Evaluates effectiveness of Employment Service recruitment and screening of Job Corps candidates, and placement and related services to returnees. Develops fiscal Plan of Action for E.S. Job Corps program. Distributes periodic status report. Maintains liaison with Regional Office through administrative channels. Interprets E.S. Job Corps policies, programs, and procedures, and provides training in same. Maintains public relations program through personal appearances; utilizes all news media. Coordinates activities of Job Corps Specialists with other E.S. programs such as MDTA, OJT, and WIN.

SECRETARY -- JOB CORPS (Secretary I)

Performs secretarial duties for State Job Corps Coordinator. Posts records on all Job Corps applications, enrollments, and placements. Sends applications, notices of enrollment, and placement report to Regional Office on a daily basis. Receives daily telephone calls from Regional Office giving assignment and date of departure for each Job Corps applicant; completes Job Corps form and routes to Job Corps recruiter for arranging departure. Spends considerable time on telephone getting and giving information in relation to day-to-day Job Corps recruitment and enrollment activities. Routes reports from Job Corps Centers to Job Corps recruiters. Fills local office requisitions for Job Corps forms and literature. Performs clerical duties for State Supervisor of Counseling and CEP and MATSI Coordinator.

JOB CORPS OUTREACH (Community Program Aide III)

Under supervision of Job Corps Coordinator, contacts Des Moines Community Action Program (CAP) agencies and school counselors in person, by telephone, or form letter to obtain names of Job Corps prospects. Contacts each individual prospect and explains program. Completes Job Corps applications or assists applicant or parents in completing; verifies information by contacting police or sheriff departments, Social Service workers, parole or probation officers, or school registrar; informs applicant of acceptance into Jobs Corps, advises on what to take with him and time of departure; answers questions of both applicant and parents; usually accompanies enlistee to departure point. Maintains contact with parents during Corpsman's stay at Job Corps Center and attempts to resolve any problems that may arise. Shows movies and film strips and gives instructions on referral techniques to agencies involved with Job Corps referral.

COUNSELING

STATE SUPERVISOR OF COUNSELING (State Counseling Specialist)

Plans guidelines for state-wide counseling service and develops State counseling Plan of Service for obtaining agency objectives. Develops tools and techniques to evaluate effectiveness of counseling. Provides functional supervision to E. S. Local Office counselors and their counselor supervisors. Develops and conducts continuous training for counselors including both individual and group counseling techniques. Provides technical assistance to managers in direct supervision of the counseling service; provides training assistance in planning and evaluation of special programs. Assists national and Regional Office in conducting research projects in the training of counselors and para-professionals, and in the supervision of counseling.

APPRENTICESHIP INFORMATION CENTER

DIRECTOR, APPRENTICESHIP INFORMATION CENTER (E.S. Specialist I)

Plans, develops, coordinates, and participates in activities involving the Apprenticeship Information Center located in the Des Moines E.S. Local Office. Supervises Apprenticeship Information Specialist and E.S. Interviewer Aide. Secures, maintains, and publicizes an up-to-date compilation of apprenticeship information. Develops cooperative working relationships with schools, employers, unions, and minority groups. Promotes equal employment opportunity in apprenticeship and other training programs. Represents Employment Service in meetings on apprenticeships with Advisory Committees, union officials, Bureau of Apprenticeship and Training Representatives, Board of Education, and other officials at local and State level. Interviews applicants interested in apprenticeship; assesses qualifications or potential; selects and refers to available apprenticeship openings.

APPRENTICESHIP INFORMATION SPECIALIST (Manpower Specialist II)

Interviews applicants interested in apprenticeship openings; assesses qualifications or potential; refers to available apprenticeship openings. Recruits applicants on a selected basis for various apprenticeship openings. Follows up on applicants who have been placed in apprenticeship. Speaks before junior and high school groups on apprenticeship, usually showing films. Acts as coordinator between schools and business agents of various unions in the scheduling of talks to students by union tradesmen or officials. Gives information to minority group organizations and promotes apprenticeable opportunities for minorities. Actively promotes apprenticeship programs to school counselors, labor unions, employers, and general public.

INTERVIEWER AIDE -- APPRENTICESHIP INFORMATION CENTER (Interviewer Aide)

Greets visitors to Apprenticeship Information Center and gives information; interviews applicants for apprenticeship openings; refers to available apprenticeship openings in absence of Director or Specialist. Takes dictation and types correspondence; cuts stencils; operates mimeograph machine. Types reports and forms. Prepares and mails newsletters and general publicity forms. Maintains up-to-date mailing list. Prepares and mails apprenticeship information. Assists in training and supervision of New Horizons or National Youth Corps Program workers. Files correspondence, reports, and apprenticeship information material.

CONCENTRATED EMPLOYMENT PROGRAM (CEP)

CEP AND MATSI COORDINATOR (E. S. Specialist IV)

Plans, directs, and supervises Employment Service component of Des Moines Concentrated Employment Program (CEP) and participates in the overall planning of the CEP agency planned activities.

Reviews performance of E. S. components. Monitors contracts for subcontractors, Des Moines Area Community College (DMACC), and Greater Opportunities (GO). Monitors MDTA slot, cost level, and operations. Approves or disapproves individual MDTA enrollment requests. Monitors CEP client training at school and assists schools in preparing forms. Reviews termination forms and, if pertinent, makes recommendations to CEP on selection criteria. Checks equal employment opportunity compliance of enrollment and staff. Coordinates and arranges for personnel, trainees, supplies, and other services from Iowa Employment Security Commission to CEP projects. Conducts bi-weekly Manpower Area Planning Council (MAPC) meetings. Maintains close liaison with city Manpower Coordinator's office, Des Moines City Council, State MAPC, and Regional Office of Department of Labor. Provides MAPC with information from Iowa Employment Security Commission for planning and evaluations. Maintains liaison with Des Moines Community Development (CD), formerly Model Cities, staff for input from Iowa Employment Security Commission and provides data to CD for their use. Provides information on Iowa Employment Security Commission and other manpower programs to Neighborhood Boards, serving as resource staff member of Economic Development Task Force.

MANPOWER TRAINING

MDTA/OJT COORDINATOR (E.S. Specialist IV)

Plans, directs, and supervises two program specialists in activities of the MDTA section including institutional training activities under the Manpower Development and Training Act (MDTA); Concentrated Employment Program (CEP-MDTA); Mini-Job-Corps--MDTA; Technology, Mobilization, and Reemployment Program (TMRP) -- MDTA; Jobs Optional Program (JOP); On-the-Job Training, Job Opportunities in the Business Sector (JOBS); On-the-Job Training Contract Review; Area Redevelopment Act (ARA); and Operation Hitchhike -- MDTA. Coordinates State and local level Employment Service -- educational agency activities; provides technical assistance in implementing new programs and training staff in new programs. Determines funding or non-funding of programs including new starts, recycles, and abandonment of existing programs. Serves as agency liaison in meetings and conferences with Federal officials, other State agencies, local program operators, and general public.

ASSISTANT MDTA COORDINATOR (E.S. Specialist III)

In conjunction with the MDTA Coordinator, plans state-wide MDTA program activities and coordinates Employment Service MDTA activities with other agencies such as CAMPS, Iowa Department of Public Instruction, and Social Welfare. Trains E.S. Local Office MDTA Selection and Referral officers. Approves or disapproves enrollment in an individual institutional class; arranges funding and

prepares forms for enrollment and payment of allowances, travel, and/or subsistence during training. Reviews for justification requests from local offices for setting up MDTA class-size programs. Prepares forms for budgeting of new classes. Evaluates local MDTA activities and training projects. Provides technical assistance. Performs duties of State MDTA Coordinator in his absence.

SECRETARY -- MDTA UNIT (Secretary I)

Types forms used in setting up or amending an MDTA project or in enrolling trainees. Follows standard procedures for completing forms, obtaining the required signature, and distributing copies to local offices, Regional Offices, Department of Public Instruction, or Supervisor of CEP. Keeps logs of processed forms. Forwards MDTA forms to local office as needed. Types travel vouchers. Distributes monthly Training Opportunities Letter per established list.

OJT COORDINATOR (E.S. Specialist III)

Plans, coordinates, and supervises the activities related to the low-support or high-support On-the-Job Training Programs (JOP/OJT). Trains E.S. Local Office personnel and conducts workshops. Approves subcontracts and monitoring of contractor and trainee. Prepares budget and national and regional reports. Appears before civic, professional or industrial groups, and the public to explain program. Develops guidelines for operation of program in rural areas. Assists local E.S. Manager in determining priorities for spending available money; allocates money to each local office.

OJT CLERK-- STENOGRAPHER (Clerk-Typist III)

Posts OJT contracts to logs; prepares master file for each contract. Checks monitoring reports for completeness and accuracy. Compiles data on each trainee. Sends survey letter to trainees of every fifth contractor and records replies. Answers telephone and gives general information on OJT programs; refers specific questions to OJT Coordinator or to Job Developer serving the area. Performs other clerical work related to processing of OJT forms.

STATISTICIAN -- JOBS LOW-SUPPORT (Statistical Assistant I)

Sets up ledger accounts for each new subcontractor (JOBS -- Low Support Program) and reports total cost allowance to Fiscal Management Unit (Administrative Services Division) and into Data Processing. Checks invoices sent in by each subcontractor; posts approved charges and/or any changes to the ledger; prepares data for entry into Data Processing. Reviews monthly Data Processing printout for accuracy; forwards to Regional Office by fifteenth of month. Sets up ledger of monies allocated to each Job Developer. Posts charges and amount recouped from cancelled or terminated contracts. For each Job Developer, records day each trainee entered and completed (or terminated) training. Prepares monthly summary for each program and special reports as requested.

JOBS CONTRACT REVIEWER (E.S. Specialist III)

Reviews all Iowa JOBS contracts negotiated by Job Developers for quality and accuracy; makes corrections if necessary. Travels to job site to monitor program and to assist contractor with problem areas; issues contract recommendations or instructions to correct deficiencies and/or improve quality of contract and operations. Under the direction of MDTA Coordinator, coordinates the operation of JOBS program. Issues directives and recommendations to Job Developers, coordinates monitoring schedules, and reviews activities with Regional Office. Determines allocation of budget for each individual Job Developer.

CLERK TYPIST -- JOBS CONTRACT REVIEWER (Clerk-Typist III)

Posts each JOBS '70 contract to log. Prepares master file for equal opportunity clearance requests, contract approval forms, and authorization letters. Checks contracts for completeness and accuracy. If contract renewed, prepares payment and hiring schedule and memorandum of negotiations; if contract rejected, notifies interested parties by letter. Keeps running log of activities on each contract and of contracts handled by each Job Developer. Schedules monitoring visits, types monitoring forms, and keeps monitoring reports current. Contacts Job Developers by telephone to secure needed information or to inform on procedures. Responsible for forwarding contract modifications and monitoring reports to Regional Office. Maintains correspondence file and cross references to central log.

JOBS '70

E.S./NAB MANPOWER MANAGER (E.S. Specialist IV)

Performs functions of E.S./NAB Manpower Manager (Employment Service/National Alliance of Businessmen) under the supervision of the NAB Metropolitan Director; is administratively responsible to Chief, Employability Development Unit. Maintains working relationships with employers, employer organizations, labor organizations, personnel groups, community groups, and public agencies concerned with NAB training and job development. Serves as liaison between the Employment Service and employer to coordinate implementation of the JOBS contract and other special manpower programs. Provides technical assistance and training to Employment Service Representatives (ERR's) in the development of JOBS contracts. Supervises activities of Contract Service Representative (CSR) in contract negotiations and contract development. Is responsible for conversion of JOB pledges secured by business representatives into job openings.

CONTRACT SERVICE REPRESENTATIVE (Manpower Specialist II)

Under general direction of E.S./NAB Manpower Manager, determines employer's eligibility to participate in JOBS (Job Opportunities in Business Sector) program, and assists in writing or writes JOBS contracts as requested by Regional Manpower Administration, NAB Metropolitan

Director, E.S./NAB Manpower Manager, or other contract personnel. Visits employer's place of business, identifies need for job restructuring; prepares job description for modifying hiring specifications; identifies entry occupations suitable for potentialities of disadvantaged, or arranges for E.S. technicians to perform above services or other needed technical services. Furnishes labor market information. Prepares pre-contract report and recommends possible solutions to any problems encountered. Identifies community agencies and other public or non-profit agencies available to employers to assist them in continuing contract by providing supportive services needed for trainees. Follows through with employer until termination of contract; monitors contracts.

CLERK-TYPIST (Clerk-Typist III)

Under supervision of E.S./NAB Manpower Manager, works in the NAB (National Alliance of Businessmen) office performing typing and clerical duties. Compiles and types various NAB statistical reports, JOBS and JOPS contracts, and contract monitoring reports. Prepares invoices and other documents for JOPS contracts. Submits contract information to Regional Manpower Administration to expedite contract approval. Assigns NAB identification number to contracts in absence of E.S./NAB Manager. Answers inquiries from employers, either by telephone or in person.

EMPLOYMENT SERVICE OPERATIONS

CHIEF, EMPLOYMENT SERVICE OPERATIONS (Employment Service Operations Supervisor)

Under general direction of Director, Employment Service Division, plans, coordinates, and directs a continuous program of local office evaluations in accordance with Federal and State laws, policy, and regulations. Assists Director, Employment Service Division, in formulation of policy recommendations; in determining goals to be attained; and in the coordination and control of all Employment Service operations in local offices through E.S. Field Supervisors and program technicians. Coordinates and schedules visits by E.S. Division staff to local offices; reviews and approves recommendations of functional supervisory reports. Selects local office professional personnel from Merit System register. Participates in consideration of applicants for promotion. Plans and conducts training for new local office managers. Reviews and submits local office budgets to Director. Communicates policy or policy changes to local offices through E.S. Field Supervisors, written communications, and meetings. Acts as Director, Employment Service Division, in his absence.

SECRETARY TO CHIEF, E.S. OPERATIONS (Secretary I)

Performs secretarial duties for Chief, Employment Service Operations, three E.S. Field Supervisors, and Plan of Service and Self-Appraisal Coordinator. Composes and dictates correspondence

and reports to Word Processing; proofreads rough drafts of E.S. Supervisors' local office reports. Assists Chief, E.S. Operations, in processing of incoming mail. Files correspondence and reports. Maintains local office mailing label supplies and records. Posts statistical data for Plan of Service and Self-Appraisal Coordinator. Performs duties of Secretary to E.S. Director in her absence.

EMPLOYMENT SERVICE FIELD SUPERVISOR (E.S. Field Supervisor)

Performs line supervision of E.S. Local Offices within a designated geographic area. Advises E.S. Local Office Managers of sound management practices and works with them to implement these factors. Encourages and/or directs implementation of new or revised E.S. programs. Analyzes and evaluates ongoing E.S. programs to determine adequacy of progress toward pre-established goals. Assists managers in preparing annual Plan of Service, including budget requests, and monitors progress toward planned goals during the year. Monitors E.S. Local Office budgets. Acts as liaison between local office managers and E.S. Division staff. Determines adequacy of manager's performance and, if inadequate, takes corrective action. Reports all findings to Chief, Employment Service Operations. Utilizes E.S. Division staff to bring about changes and improvements in local office operations.

PLAN OF SERVICE AND SELF-APPRAISAL COORDINATOR (E.S. Specialist III)

Under general direction of Chief, E.S. Operations, coordinates state-wide Plan of Service. Interprets Federal guidelines and prepares instructions for writing local office and E.S. Division Plan of Service. Reviews completed plans; coordinates and assists in writing State Plan of Service. Interprets Federal guidelines for state-wide Self-Appraisal System for E.S. Local Offices and E.S. Division. Trains local office in Self-Appraisal techniques. Reviews local office Self-Appraisal reports; travels to local offices as member of validation team to review accuracy and validity of figures and statements. Assists in writing and validating E.S. Division Self-Appraisal. Coordinates writing of State Self-Appraisal for submitting to Regional Office for review. Prepares E.S. Division Administrative Office fiscal budget; prepares monthly and quarterly reports showing balance for each Cost Center. Under Operations Planning and Control Systems (OPCS) reviews production level and staff usage for first six months of each fiscal year in relation to achievement of goals. Acts as liaison and coordinator between E.S. Division and other departments for ESARS, Cost Accounting, and POSARS.

EMPLOYER RELATIONS AND PLACEMENT UNIT

CHIEF, EMPLOYER RELATIONS AND PLACEMENT (E. S. Specialist V)

Under general direction of Director, Employment Service Division, plans, coordinates, and directs activities of Employer Relations and Placement Unit. Assists in developing policies, goals, and procedures for each program. Coordinates program activities to insure interfacing. Reviews program accomplishments to measure effectiveness. Assists Director, Employment Service Division, in making policy decisions which affect the entire E. S. Division. Coordinates units with other units in the E. S. Division and with other agency divisions and departments. Trains E. S. Division and E. S. Local Office staff. Conducts staff meetings.

SECRETARY TO CHIEF, EMPLOYER RELATIONS AND PLACEMENT UNIT (Secretary I)

Performs secretarial duties for Chief, Employer Relations and Placement Unit and also for Supervisor-Testing, Test Development, Occupational Analysis, and TMRP; Supervisor-Area Human Resource Services, Area Representative, Manpower Research Economist, and Supervisor-Farm Labor and Rural Manpower Services. Maintains files. Maintains inventory of testing supplies, fills requisitions, and maintains record of local office use of testing supplies. Maintains weekly Agricultural Placement Record for Supervisor, Farm Labor and Rural Manpower Services, and monthly employer relations visit and contact records for Employer Relations Supervisor. Types travel vouchers.

CLERK-STENO - EMPLOYER RELATIONS AND PLACEMENT (Clerk-Typist III)

Performs secretarial services for Supervisors of Special Placement, Veteran Placement and Mandatory Job Listings, General Placement, and also State Job Bank Coordinator. Types labels, maintains mailing lists, and mails informational materials on handicapped, disabled, and persons over age 65. Reviews data on returning servicemen and women; checks military occupations for Operations MEDIHC. Types statistical reports on veterans and youth services. Reviews cards for Jobs for Veterans and maintains list of employers hiring. Types Job Bank manual revisions and make revisions in manual. Develops microfiche of weekly Job Bank suppressed log (omits employer name and address); prepares duplicate copy of fiche and forwards to Project Transition areas and Job Corps Centers; also develops microfiche of monthly employer history book of Job Bank. Reviews Commerce Business Daily to determine employers with Iowa Federal contracts. Prepares Mandatory Job Listing form letters.

SUPERVISOR, SPECIAL PLACEMENT (E. S. Specialist III)

Plans, coordinates, directs, and provides functional supervision of E.S. Local Offices for placement activities including special services to physically and mentally handicapped, older workers, veterans, parolees, and other special applicant groups. Evaluates placement and special services activities; trains staff in special procedures and techniques. Serves as liaison at State level to agencies and groups concerned with job placement, especially for special applicant groups. Performs functional supervision of E.S. Local Office activities under the Food Stamp Program, Federal Bonding Program, employability development for Public Assistance Recipients, Trade Expansion Act program, and Teacher Placement program. Performs duties of Chief, Employer Relations and Placement in his absence.

STATE JOB BANK COORDINATOR (E.S. Specialist III)

Plans, coordinates, directs, and provides functional supervision of E.S. Local Office staff in the implementation and operation of a state-wide Job Bank and Applicant Data System. Interprets national guidelines on procedures; modifies or amends procedures to conform to Iowa operating standards. Cooperates with and coordinates work of Methods and Planning, Data Processing, Research and Statistics, and Staff Development Departments in refining procedures and developing training materials; determines equipment and personnel requirements; and establishes installation and operating schedules. Travels to local office or Job Bank Central Control area to assist in installation, evaluate procedures, or offer technical assistance. Informs personnel of changes through revisions of Job Bank Manual, E.S. letters, or by telephone. Prepares special budget for installation of new programs. Maintains liaison with Employment Security agencies of adjoining states and other State agencies.

SUPERVISOR, GENERAL PLACEMENT (E.S. Specialist III)

Plans, coordinates, directs, and provides functional supervision to E.S. Local Office staff in placement activities including youth and the disadvantaged applicants. Evaluates the quality and quantity of placement services to all applicants. Trains E.S. Local Office staff and provides technical assistance. Assists E.S. Manager in identifying applicant or employer problems within a specific community and in designing services to relieve problems. Develops and maintains working relationships with other State departments and agencies, professional organizations and civic groups. Plans and arranges for local office participation in cooperative community activity related to employer, applicant, or special programs. Participates in preparation of agency budget and Plan of Service, reviews placement program goals and objectives and translates into personal and non-personal service needs as pertains to Job Placement program. Reviews local office plans of service for Job Placement program to determine adequacy and feasibility of planned action.

JIDS AND INTER-AREA PLACEMENT

SUPERVISOR, INTER-AREA PLACEMENT AND MANPOWER INFORMATION (E. S. Specialist III)

Plans, organizes, and provides functional supervision to E. S. Local Offices for the Job Information Delivery System (JIDS), Inter-Area Placement, and Immigration. Develops, adapts, and evaluates JIDS and inter-state procedures. Compiles monthly Iowa Job Inventory and the Demand List for E. S. Local Offices. Trains local office staff in programs. Assists local offices on immigration problems; processes applications for Alien Employment Certification Request and forwards to Regional Office. Also plans, coordinates, and provides functional supervision of the Occupational Information Program in the E. S. Division. Collects occupational information from within and outside the agency and disseminates to local office staff, employers, and general public.

INTERVIEWER AIDE - INTER-STATE PLACEMENT (Employment Interviewer Aide)

Types Immigration Request Forms, obtains Commission signature, and forwards to Regional Office. Writes up job orders from other States for entry into Iowa Job Bank. Reviews and either accepts or rejects clearance applications from other States. Reviews Iowa Clearance Applications for extending state-wide or out-of-State, and an Iowa job order for extending to other States. Reviews E. S. Local Office listings submitted for monthly Job Inventory and also information for monthly Labor Supply Report; routes to keypunch for printing; arranges for duplication, and forwards copies per mailing list. Maintains files of Clearance applications, job orders, Job Inventories, and Labor Supply reports. Makes telephone calls to E. S. Local Offices to obtain any additional information needed.

VETERANS

SUPERVISOR OF VETERANS PLACEMENT AND MANDATORY JOB LISTINGS (E. S. Specialist III)

Plans, coordinates, directs, and provides functional supervision to E. S. Local Office staff in veteran placement programs; also the Mandatory Listings Program for employers under Executive Order 11598. Sets up operating procedures for local office veteran program; interprets and distributes national Federal guidelines. Evaluates local office veterans operations; provides technical assistance and training to local office managers and staff. Maintains liaison with Veterans Administration, veterans organizations, private organizations, civic groups, and employers to promote service to veterans. Attends and participates in State, regional and national veteran meetings. Coordinates E. S. efforts with Iowa Department of Public Instruction in enrollment of veterans in the Veterans Administration's On-the-Job Training program. Cooperates with and coordinates activities with State Veterans Employment Representative (Federal). Receives, investigates, and processes all complaints of employer non-compliance on Mandatory Listings; prepares special reports.

EMPLOYER RELATIONS AND INDUSTRIAL SERVICES

SUPERVISOR, EMPLOYER RELATIONS AND INDUSTRIAL SERVICES (E. S. Specialist III)

Plans, coordinates, directs, and provides functional supervision to E. S. Local Offices in employer relations and industrial services, and also Defense Manpower POLICY Number 4 (DNT-4) activities. Develops procedures; evaluates E. S. Local Office program; provides technical assistance. Trains Employer Relations Representative (ERR's) in techniques of employer contacts and industrial services. May assist local office in providing industrial services to employers experiencing difficulty in properly utilizing their work force.

TESTING

SUPERVISOR, TESTING, TEST DEVELOPMENT, OCCUPATIONAL ANALYSIS, AND TMRP (E. S. Specialist III)

Plans, coordinates, directs, and provides functional supervision of E. S. Local Office staff in the administration and use of Employment Service approved tests. Evaluates E. S. Local Office testing activities; provides technical assistance; assists in interpretation of E. S. policy relative to testing supplies. Coordinates release of General Aptitude Test Battery to schools, colleges, or Veterans Administration office; sets up procedures, provides training, and approves purchase of supplies. Coordinates use of Occupational Analysis techniques with testing procedures to identify Specific Aptitude Test Batteries appropriate for use with certain employees. Notifies local office of any change in testing procedures or policies. Performs test development studies to validate General Aptitude Test Battery (GATB) norms.

Plans, directs, and provides functional supervision of E. S. Local Office staff in the operation of Technology, Mobilization, and Reemployment (TMRP) Program. Provides technical assistance to local office managers, Employer Relations Representatives, and Labor Market Economists in providing occupational analysis services; serves as liaison with employers and local office in identification and solution of occupational analysis problems.

AREA HUMAN RESOURCE SERVICES

SUPERVISOR, AREA HUMAN RESOURCE SERVICES (E. S. Specialist IV)

Plans, coordinates, directs, and implements the delivery of a full range of manpower services to 75 rural Iowa counties; responsible for coordination and supervision through program specialists of the Smaller Communities, Operation Hitchhike, Concerted Services, Rural Manpower Services, and Community Development programs. Supervises Area Representative, Manpower Research Economist, and Supervisor-Farm Labor and Rural Manpower Services.

AREA REPRESENTATIVE (E.S. Specialist II)

Under direction of Supervisor, Area Human Resource Services, plans, coordinates, supervises, and participates in carrying out activities of Smaller Communities Program. Meets with individuals or community groups in area to explain program and present information on manpower and economic trends. Guides formulation of area committees. Contacts firms or groups seeking relief under provisions of Trade Expansion Act of 1962. Develops and produces complete publicity program for each study. Speaks before service, business, and fraternal groups to explain program. Coordinates collection and compiling of manpower data and assists community in effective use of such information in its development plan. Supervises and performs as member of Mobile Team in the interviewing and testing of applicants, gathering of labor market information, and locating individuals as part of outreach program. Follows up on team activities. Presents final report to community, makes recommendation for its use, and suggests other community development activities. Returns to community to assist industries, if requested. Cooperates with colleges, universities, and major industrial development departments of utility and transportation to improve methods and content of survey.

MANPOWER RESEARCH ECONOMIST (Manpower Research Economist II)

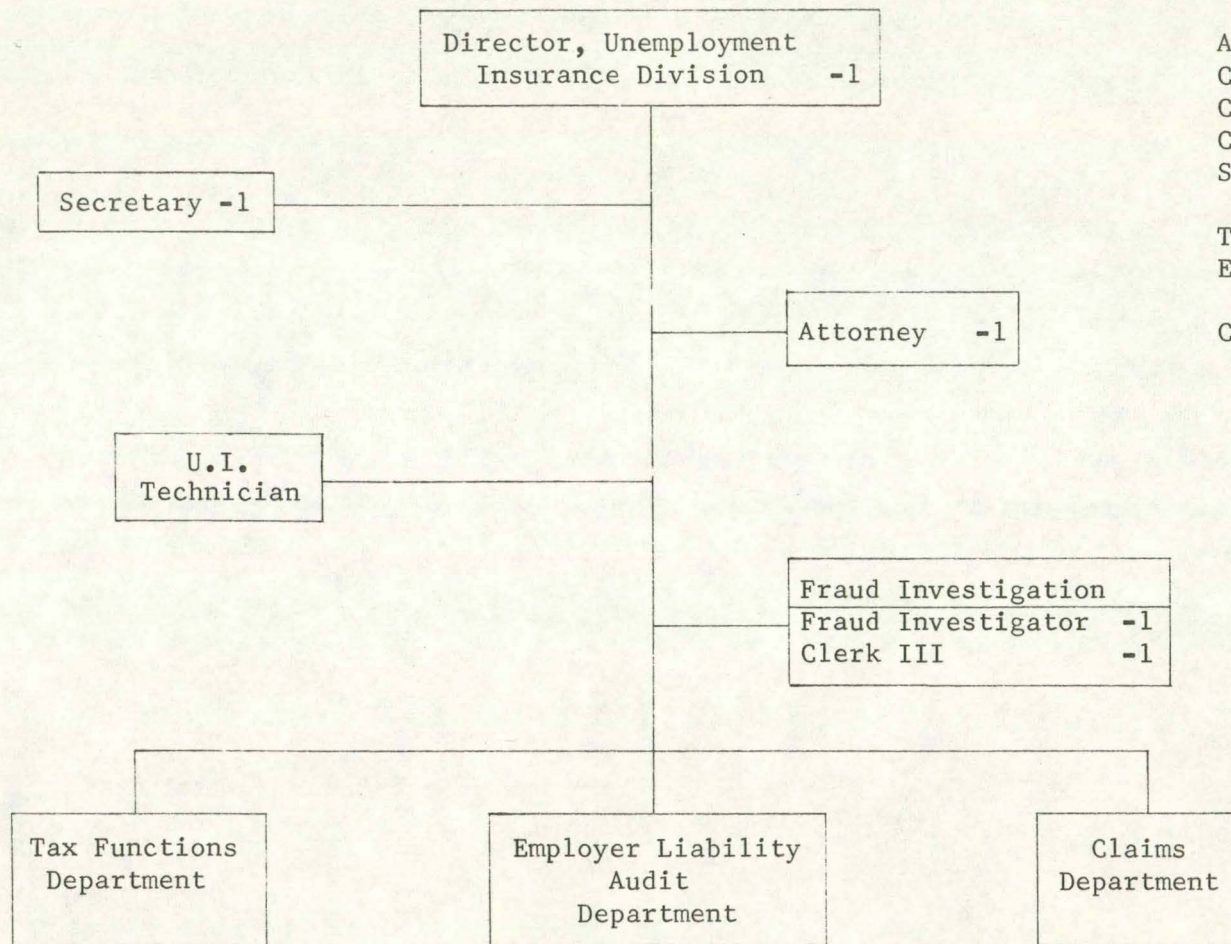
Under general supervision of Supervisor, Area Human Resource Services, and functional supervision of Research and Statistics Department, analyzes human and commercial resources in rural communities; reports program activities, and prepares public manpower reports; assists Local Office Area Manpower Service and Research staff in planning, organizing, and implementing the area resource study; coordinates a collection of employment, wage, and community information for use in the published Manpower Report. Prepares preliminary reports of survey results and works with Information Services Department to insure accurate and readable presentation of final publication; maintains statistics on past and present studies; supervises ESARS reporting of Mobile Team activities; and prepares research proposal and termination report. Assists in special intensive study of individual firms by evaluating and reporting labor force characteristics of the firm's personnel in relation to labor readjustment needs due to plant closing. Provides technical and research support to Employer Relations and Placement Unit.

SUPERVISOR, FARM LABOR AND RURAL MANPOWER SERVICES (E.S. Specialist III)

Under general direction of Supervisor, Area Human Resource Services, plans, coordinates, implements, and provides functional supervision to E.S. Local Offices in providing manpower services to rural areas including services to agricultural and related employers and workers; recruitment and placement of intra-State and inter-State seasonal workers; and delivery of manpower programs to inter-State agricultural migrants. Visits local offices to evaluate program and to assist in planning and delivery of services. Supervises and coordinates Operation Hitchhike program (Algona and Mt. Ayr) with the Iowa Cooperative Extension Service; represents IESC on committees and at meetings concerning rural manpower and farm labor programs.

UNEMPLOYMENT INSURANCE DIVISION

* Staffing Pattern



Unemployment Insurance	
Director	1
Attorney II	1
Claims Specialist IV	1
Claims Specialist II	1
Clerk III	1
Secretary I	1
	Total 6
Tax Functions Dept.	49
Employer Liability	
Field Audit Dept.	52
Claims	39
	**Total 146

* Merit Employment Titles
 ** Does Not Include Temporary Staff
 or Proposed Reorganization
 January, 1973

UNEMPLOYMENT INSURANCE DIVISION

The primary responsibility of the Unemployment Insurance Division is to carry out the provisions of the Iowa Employment Security Law and related Federal programs in accordance with pertinent laws, regulations, and policies.

The Division determines which employers are subject to the Iowa Employment Security Law; collects unemployment insurance taxes from covered Iowa employers and deposits to Iowa's credit in its U.I. Trust Fund in the United States Treasury; enforces employer compliance to the Law; collects interest and penalties for late payment of taxes or late reportings; maintains experience rating records; establishes claimant benefit year; takes and processes claims for benefits; adjudicates contested claims; withdraws moneys from Trust Fund to pay benefits to eligible workers; extends unemployment insurance payments for up to 13 weeks when either the national or state unemployment rate reaches a certain percentage; maintains reciprocal agreements to facilitate the filing and processing of claims and benefit payments involving one or more states, territories, or Canada. Maintains accounting records of all activities.

Two additional unemployment insurance programs, namely, Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX) are financed by federal appropriations and benefits paid under provisions of the Iowa Employment Security Law. Federally funded Disaster Unemployment Insurance is also paid to claimants in a major disaster area when identified as eligible for Federal assistance.

The Division is responsible for processing and payment of allowances and other benefits to eligible participants in federally funded programs, namely, Manpower Development and Training Act (MDTA), Work Incentive Program (WIN), and Technology, Mobilization, and Reemployment Program (TMRP). Eligible claimants, unemployed because of import of products from foreign nations, are also paid federally funded Trade Readjustment Allowances (TRA) and other benefits under the Trade Expansion Act of 1962 (TEA).

The Division works closely with the Data Processing Department in the machine processing of employer contributions, claims, and allowances and maintenance of accounting records; and with the Employment Service Division in the registration and job seeking activities of claimants. The Research and Statistics Division compiles and analyzes data concerning unemployment insurance and allowance programs. The Legal and Appeals Department holds first stage hearings on contested claimant or employer cases; a three-member Commission holds the next stage hearing.

Fraud investigation is performed by the Fraud Unit (physically located in the Claims Department and on the staff of the U.I. Director) which conducts a continuous post audit

of Administrative Office U.I. employer and employee records, and by the Employer Liability Audit Department in the auditing of employer payrolls and follow-up on omitted wage credits. An attorney, (physically located in the Employer Liability Audit Department and on the staff of the U.I. Director) serves as Legal Counsel to the entire U.I. Division, facilitates the submitting of appeals to the Legal and Appeals Department, and represents the Commission at appeal hearings.

The Unemployment Insurance Division is divided into three departments: Tax Functions, Employer Liability Audit, and Claims.

UNEMPLOYMENT INSURANCE DIVISION

DIRECTOR, U.I. (Unemployment Insurance Director)

Under the broad general direction of the Commission is responsible for the administration of state-wide unemployment insurance operations of the Iowa Employment Security Commission. Directs, through department chiefs, the Tax Functions, Employer Liability Audit, and Claims Departments of the Unemployment Insurance Division. Interprets statutes; directs preparation of procedures to comply with statutes, regulations, and federal standards. Confers with Commissioners and Executive Secretary on unemployment insurance matters; coordinates activities of UI Division with other agency divisions or departments. Maintains close working relationships with other State or Federal agencies involved with unemployment insurance. Meets with and/or appears before Advisory Council, legislative committees, unions, and employer groups.

SECRETARY TO UNEMPLOYMENT INSURANCE DIRECTOR (Secretary I)

Performs secretarial duties for Director, U.I. Answers telephone, schedules appointments; distributes incoming directives and correspondence. Assembles information and materials for meetings; reviews claimant's file and prepares for Director's correspondence. Composes, types, and signs letters. Works with other departments in carrying out instructions of Director. Sets up and maintains files of correspondence and reports; also maintains reference index and Director's UI library. Makes hotel, motel, and travel reservations; types travel requests and vouchers. Posts payment, production, and the lapse records for the UI Division. Requisitions supplies for UI Division and staff. Prepares UI Division staff attendance records. Proofs and types labor dispute decisions.

LEGAL COUNSEL TO U. I. DIVISION (Attorney II)

Serves as Legal Counsel to U.I. Director and to the Tax Functions, Employer Liability Audit, and Claims Departments. Receives requests on legal questions; researches and prepares written opinions. Confers with U. I. staff on various legal interpretations. Facilitates submitting of appeals to the Legal and Appeals Department for appeal hearings. Represents

Commission at hearings; participates in Commission appeals representing a particular U. I. Department. Prepares specifically requested U. I. correspondence. Confers with U. I. staff and assists in research and drafting of possible law changes to be submitted to the Iowa Legislature. Travels to specific points in Iowa or out of State when required.

In Employer Liability Audit Department the Legal Counsel prepares necessary legal papers; appears in court and secures necessary court orders to compel appearances of subpoenaed witnesses. In Tax Functions Department he supervises the filing of liens and the filing of claims in bankruptcy proceedings; appears at bankruptcy creditors meetings when necessary and also any other hearing or proceedings when it may effect the interest of the Iowa Employment Security Commission; researches the law and prepares and files the proper legal papers in the bankruptcy proceedings; supervises and assists in distress warrants and garnishment proceedings; prepares and files the necessary legal papers; appears in court and secures the necessary court orders. In the Claims Department he files claims in bankruptcy when the bankrupt debtor owes for an overpayment of benefits. In Fraud Investigation Unit he examines the files, determines the advisability of prosecution, and prepares case for submission to the County Attorney.

U. I. TECHNICIAN (Claims Specialist IV)

Prepares U. I. and unnumbered letters directed to Area Claims Centers. Writes procedures and guidelines for new programs. Prepares complete annual fiscal budget for Claims Department and consolidates total Unemployment Insurance Division fiscal budget. Conducts special projects as assigned such as Self-Appraisal of Claims Department. Prepares special reports and handles varied correspondence for Department. Performs special assignments as requested by Director, Unemployment Insurance Division, such as legislative research and special reports.

FRAUD INVESTIGATOR (Claims Specialist II)

Conducts quarterly cross-match audit of computer printouts of employer UI reports against earnings reported by claimant as related to benefit week; determines if overpayment exists and whether or not it appears to be fraudulent. If requested, rechecks wage records to resolve conflicting information. Determines cases to file for prosecution; prepares information for Commission; forwards documents to Area Claims Centers for filing of charges. Sends follow-up "Notice of Overpayment Due" to claimant thirty days after overpayment has been set up if restitution of overpayment has not been initiated.

CLERK -- FRAUD INVESTIGATION (Clerk III)

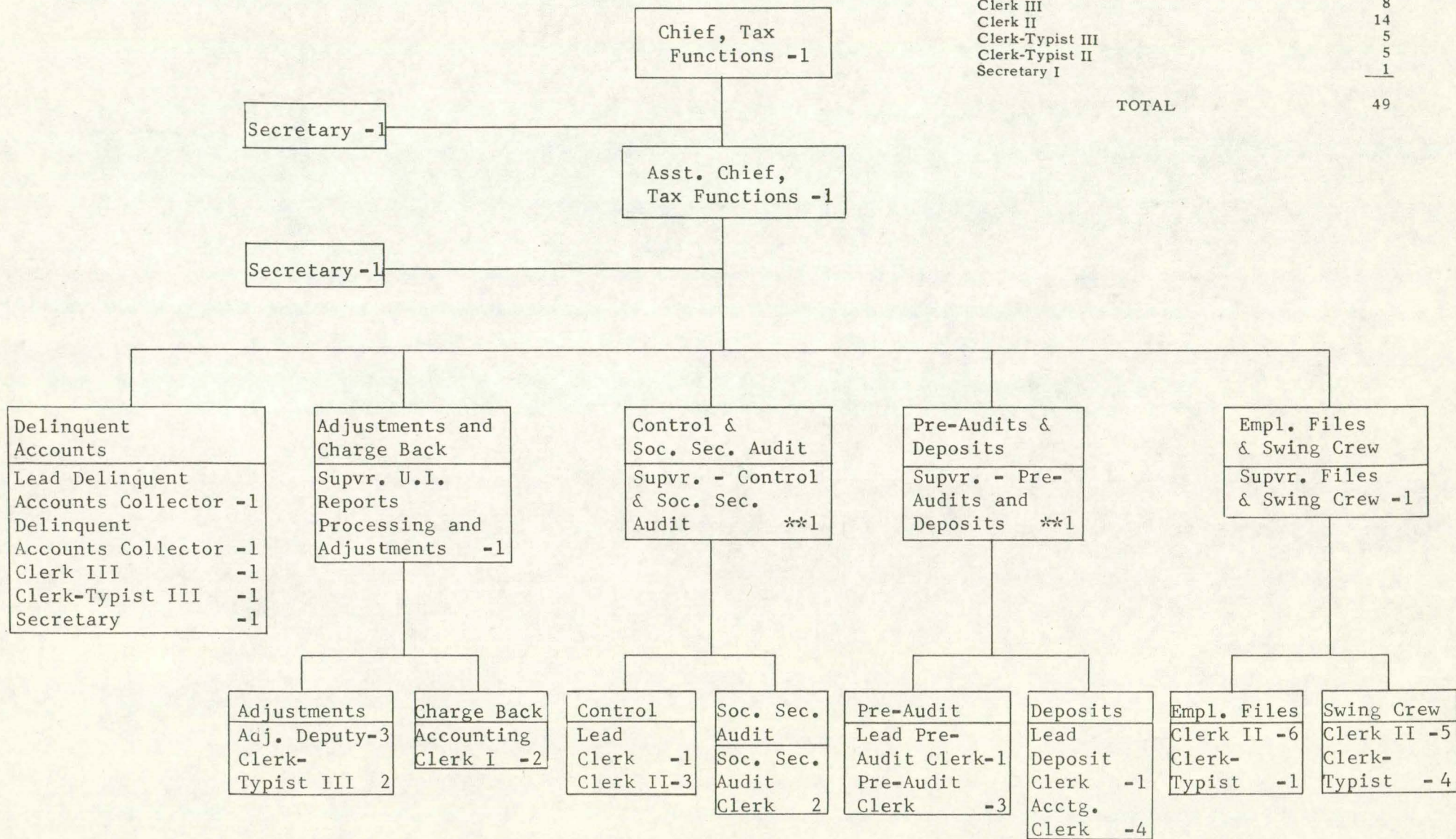
Requests claimant file folders from Claims Department and transfers folder to Fraud Unit. Requests warrant numbers of checks considered to have been overpayment. Types memorandums, letters, reports, and overpayment notices. Determines amount of overpayment to be refunded by claimant and enters on record; prepares keypunched card to flag claimant's account in Data Processing; mails notice of overpayment to claimant. Removes folder from overpayment file when total refund paid. Prepares forms for quarterly mail audit. Prepares "Locking and Unlocking" cards to control payments in claimant's data base.

TAX FUNCTIONS DEPARTMENT

* STAFFING PATTERN

Tax Functions Administrator	1
Assistant Tax Functions Administrator	1
Employer Liability Auditor III	1
Employer Liability Auditor I	3
Employer Liability Collection Officer	2
Accounting Clerk I	7
Clerk IV	1
Clerk III	8
Clerk II	14
Clerk-Typist III	5
Clerk-Typist II	5
Secretary I	1

TOTAL 49



* Merit Employment Titles

** Proposed with pending reorganization plans - see Appendix January, 1973

TAX FUNCTIONS DEPARTMENT

The Tax Functions Department is responsible for the maintenance and control of all records of Unemployment Insurance Tax paid by liable employers in the State of Iowa. Taxes collected are deposited in a Trust Fund to be subsequently used for benefit payments. In addition to the Trust Fund (made up of all unemployment insurance taxes paid by employers), there are also Federal funds used to pay Federal benefits and allowances for former Federal employees and ex-servicemen and other Federal allowance programs.

The Department maintains, in the Data Processing Department, financial records on employers; assigns rates each year to all employers; makes all the necessary adjusting records to insure proper charging to employers of benefits chargeable to them; maintains records of employee overpayments and refunds; issues duplicate warrants for lost, stolen or forged warrants; maintains benefit balances for payment of benefits through withdrawals of Trust Fund monies, withdrawal of Federal funds on Federal Letters of Credit; and maintains the necessary contacts with employers, accountants, attorneys, and the general public to insure the proper and timely submission of all the required reports to the Iowa Employment Security Commission.

The Tax Functions Department is divided into nine sections, namely, Delinquent Accounts, Adjustments, Charge Back, Control, Social Security Audit, Pre-Audit, Deposits, Employer Files, and Swing Crew. A Legal Counsel for the U.I. Division is shared with the Employer Liability Audit and Claims Departments.

The Delinquent Account section is responsible for collection of delinquent tax contributions, benefit reimbursements, and unpaid interest and penalty assessments from all Iowa employers who file U.I. reports; also the instigation of all routine legal action such as filing liens, garnishments, and bankruptcies. Contacts with employers are made through correspondence, telephone, or in some instances, in person.

The Adjustment section audits reports for omission of wage records and fraudulent or incorrect reporting; corresponds with employers to correct any differences, collect additional payments or to issue credit memos, underpayment notices, or cash refunds; is responsible for yearly computation of employer's tax rate (experience rating) and recomputes new rates when necessary because of transfers or mergers. The Charge Back section makes manual charges to employer accounts when they cannot be processed through regular Data Processing program e.g. insufficient balances, combined wage claims, or other reasons; each quarter, balances benefits paid against charges to employers.

The Control section checks in quarterly reports; is responsible for recording receipt or nonreceipt of employer contribution reports; batches payrolls for Data Processing and records batch numbers on Control Cards. The Social Security Audit section checks payrolls for missing or readily apparent errors in Social Security numbers; corresponds with employers to obtain correct numbers; and makes corrections when correct number received from employer.

The Pre-Audit section checks contribution reports against payroll reports for matching totals and verifies amount of check against employers report; routes irregular reports to Adjustment section and audited reports to the Deposits section. The Deposits section is responsible for depositing all money received for contribution reports, benefit reimbursements, and interest and penalties. It separates the checks from the reports, totals and endorses the checks, and forwards to State Treasurer's Office; also forwards the reports to the Data Processing Department for keypunching. When proof sheets returned from Data Processing, checks to see that all reports have been correctly punched, and then routes to Adjustment section.

The Employer Files section maintains an alphabetical, numerical, and county code index of all employers who are now or were ever active liable employers, and maintains employer files for use by all departments in agency. It sets up new files as employers become newly liable and maintains accurate records so that active employers are readily determinable as well as any information needed on inactive or terminated employers. The Swing Crew performs miscellaneous clerical and typing duties in the Employer File section for approximately one-half of each quarter, and may be assigned for remainder of quarter to any of the following sections: Adjustments, Charge Back, Control, Social Security Audit, Pre-Audit, and Deposits.

TAX FUNCTIONS DEPARTMENT

CHIEF, TAX FUNCTIONS DEPARTMENT (Tax Functions Administrator)

Under general direction of U.I. Administrator, plans, coordinates, and directs through section or unit supervisors the functions of the Tax Functions Department. Responsible for determining each employer's tax rate and maintaining employer records on amount of tax paid by each employer. Deposits into a Trust Fund monies received for tax payments, benefit reimbursements, interest and/or penalties by Iowa employers; also Federal monies used to pay Federal benefits and allowances, benefits to former Federal employees and ex-servicemen, and monies for any other Federal allowance program. Responsible for maintaining balance of payment for unemployment insurance employee benefits by withdrawal of Trust Fund monies and withdrawals of Federal funds on Federal Letters of

Credit. Coordinates activities with the Data Processing Department in the computer processing of employer tax records; with the Employer Liability Audit Department in the collection of delinquent accounts; with the Claims Department on employer-employee records and payment of benefits; and with the State Comptroller and State Treasurer's Office in the deposit of unemployment tax, transfer of monies to the U. S. Treasury through the Federal Reserve Bank, and the payment of benefit checks.

SECRETARY TO CHIEF, TAX FUNCTIONS DEPARTMENT (Secretary I)

Performs secretarial duties for Chief, Tax Functions Department. Maintains four daily journals covering amount on deposit and total amount paid out in claimant benefits and overpayment refunds. Prepares deposit of monies received. Types fifteen to twenty monthly reports from rough copy and checks calculations using calculator. Serves as liaison between Claims Department, Data Processing Department, and Comptroller and Treasurer's Office for correspondence pertaining to lost warrants.

ASSISTANT CHIEF, TAX FUNCTIONS DEPARTMENT (Assistant Tax Functions Administrator)

Assists in the planning, coordinating, and directing of Tax Functions Department in the maintenance of employer accounts, collection of monies due, computation of employer tax rates, and securing of delinquent contributions and wage reports. Supervises staff in daily operations through section or unit supervisors. Maintains net balances on employer ledger accounts. Prepares a portion of the monthly and quarterly reports. Assumes duties and responsibilities of Chief, Tax Functions Department, in his absence.

SECRETARY TO ASSISTANT CHIEF, TAX FUNCTIONS DEPARTMENT (Clerk-Typist III)

Sorts mail and distributes. Routes visitors within department. Keeps attendance records for all units except employer files. Determines employer on bad checks and types form letters to employers and to banks; notifies Delinquent Account Section on collection of bad checks. Keeps record of delinquent payrolls, types follow-up form letters, and, if no response, sends a memorandum to Employer Liability Audit Department. Sends out duplicate quarterly report forms on request. Receives, maintains records on Data Processing punched cards and tapes received from employers, and delivers to Data Processing Department. Responsible for all department requests for Data Processing readouts. Keeps petty cash records; prepares checks and records expenditures for filing costs.

DELINQUENT ACCOUNTS SECTION

LEADMAN -- DELINQUENT ACCOUNTS COLLECTOR (Employer Liability Collection Officer)

Supervises staff and participates in collection of delinquent tax contributions, benefit reimbursements, and unpaid interest and penalty assessments from all Iowa employers who filed U. I. contribution reports. Corresponds with, contacts by telephone, and meets with

employers in person. Determines and instigates all routine legal action such as filing liens, garnishments, and bankruptcy claims.

DELINQUENT ACCOUNTS COLLECTOR (Employer Liability Collection Officer)

Contacts employers by mail, telephone, or in person. Collects delinquent U. I. tax payments and benefit reimbursements plus interest and penalty due. Gives approval for initiating process of filing a lien against an employer; initiates the process of filing a Distress Warrant. Investigates delinquent accounts; may grant "First Time Waiver of Interest and Penalty."

CLERK, DELINQUENT ACCOUNTS (Clerk III)

Opens mail, removes checks; locates employer file folder; posts checks to proper account. Uses electric calculator to figure new balance and new interest amount.

CLERK STENO -- COLLECTIONS DEPARTMENT (Clerk-Typist III)

Types form letters, interest and penalty notices, and legal forms. Performs other legal work as assigned.

SECRETARY -- COLLECTIONS DEPARTMENT (Clerk-Typist III)

Performs secretarial duties for Lead -- Employer Liability and Collection Officer. Types form letters, interest and penalty rates, and legal forms.

ADJUSTMENT AND CHARGEBACK SECTIONS

SUPERVISOR -- U.I. REPORTS PROCESSING AND ADJUSTMENT (Employer Liability Auditor III)

Supervises daily operations of Adjustment and Chargeback Section. Audits employer reports for omission of wage records and fraudulent or incorrect reporting. Maintains control ledgers of employers' unpaid balance and credit memorandums. Responsible for recomputation of each employer's yearly tax rate. Makes any partial transfer of experience as needed. Trains Adjustment Deputies.

ADJUSTMENT DEPUTY -- ADJUSTMENT SECTION (Employer Liability Auditor I)

Audits employer reports when indication of error. Corresponds with employer to reconcile differences. Collects additional payments or issues credit, cash refunds, or underpayment notice. Maintains control ledger balances. Recomputes employer tax rate after adjustment or for other reasons. Consolidates experience of two or more employers when they merge their firms; computes a new rate for each new firm. Certifies employer's claim for credit on Internal Revenue Service Form 940. Reconciles differences of credit claims and states certification of credits allowable. Corresponds with Internal Revenue Service if necessary to reconcile differences.

CLERK STENO -- ADJUSTMENT SECTION (Clerk-Typist III)

Types forms and form letters for credits, underpayments, recertifications, and transfers. Opens and sorts incoming mail. Checks employer contribution reports for signature, credit, or underpayment. Maintains correspondence file for Adjustment Deputies.

ACCOUNTING CLERK -- CHARGEBACK (Accounting Clerk I)

Checks computer printouts for all pay orders against charges made to employers. Checks printout indicating errors; determines error, computes amount of adjustments, and debits or credits employer's account; prepares correction slip and routes to keypunch. Balances total payroll sum with total employer charges plus sum of adjustment; also balances against quarterly statements sent to employers.

CONTROL AND SOCIAL SECURITY AUDIT SECTIONS

SUPERVISOR -- CONTROL AND SOCIAL SECURITY AUDIT (Clerk IV)

Supervises and participates in work of Control and Social Security Audit Section; is responsible for maintaining even flow of work between sections. Makes assignments according to work load. Trains new employees.

LEAD CLERK -- CONTROL UNIT (Clerk III)

Supervises clerks in checking quarterly employer contribution reports and in preparing payrolls for routing to Data Processing. Assigns tasks and participates in the work.

CLERK -- CONTROL (Clerk II)

Opens mail and checks in quarterly employer contribution reports; posts record of receipt of report on control card file record and notes whether on time, late, or not received. On reports where no card is available, records information on a temporary receipt for later preparation of card. Sorts and batches payroll sheets attached to above quarterly reports; enters payroll batch number on control card; routes payroll batches to keypunch.

SOCIAL SECURITY AUDIT CLERK (Clerk III)

Checks employer payroll records for missing Social Security numbers or readily apparent errors in Social Security numbers. Sends form letter requesting correct number. When correct number received, locates employer file and makes correction on payroll listing; prepares IESC-98 Wage Adjustment Form, with correct Social Security number, and forwards to keypunch. When IBM card with incorrect Social Security number is returned from Data Processing, determines correct number, records on IBM card, and returns to keypunch.

PRE-AUDIT AND DEPOSITS SECTIONS

SUPERVISOR - PRE-AUDIT AND DEPOSITS SECTION (CLERK IV)

Supervises and participates in work of Pre-Audit and Deposits Sections; is responsible for maintaining even flow of work between sections. Makes assignments according to work load. Trains new employees. Maintains daily cash journal and provides Chief, Tax Functions Department, with monthly balances.

LEAD WORKER -- PRE-AUDIT (Clerk III)

Supervises Pre-Audit Clerks, assigns work load, and also participates in the checking of quarterly employer contribution reports and payroll listings, computing of interest and penalty, overpayments, and underpayments. Separates contribution sheets from payroll sheets. Verifies that IBM cards or computer tapes have been sent in by employers in lieu of payroll listing sheets. When cards and tapes have been printed by computer, checks printouts for accuracy and completeness of payroll listings. When suspense items are received from Employer Liability Audit Department, forwards checks to Deposits section, and maintains suspense control. When accounts are set up and the Employer Liability Audit Department forwards Suspense Credit Reports, audits these reports and forwards to Deposits section.

CLERK -- PRE-AUDIT (Clerk III)

Checks quarterly employer contribution reports for accuracy of entries on total contributions against payroll totals; verifies employer's check with amount shown on contribution sheet. Records any change of address or ownership and routes form to Employer Liability Audit Department. Separates contribution sheets from attached payroll listings. Computes amount of any overpayment and interest and penalty charges for late report. Types form letters to employers for payment not included in contribution report; figures interest and penalty if late and includes in letter. Lists payments not received including interest and penalties and routes to Deposits section for posting to accounts receivable.

LEAD ACCOUNTING CLERK - DEPOSITS (Accounting Clerk I)

Responsible for flow of work in Deposits section. Performs duties of ACCOUNTING CLERK, DEPOSITS. Manually posts contribution accounts receivable to ledger cards and to individual employer accounts; balances monthly.

ACCOUNTING CLERK - DEPOSITS (Accounting Clerk I)

Batches contributions in numerical sequence and checks for accuracy. Lists checks for deposit and endorses using endorsing machine. Uses adding machine and also NCR machine to enter employer account number, amount of check, and total. Types deposit sheet. Proves deposit list of other deposit clerks. Makes corrections on deposit proof sheets. Assists Lead Accounting Clerk - Deposits.

FILES AND SWING CREW

SUPERVISOR -- FILES AND SWING CREW SECTIONS (Office Services Supervisor I)

Supervises clerical staff in preparation of file folders for employer files, filing of folders, and inserting contribution reports for each employer in separate folder; also in preparation, revision, and filing of cards (including cross reference cards) for all employers in covered employment. Utilizes and directs Swing Crew for approximately one half of each quarter.

FILE CLERK -- EMPLOYER FILES (Clerk II)

Checks "New Account and Change in Employer Account" route sheets received from Employer Liability Audit Department for completeness and accuracy; batches and routes to keypunch. Files forms and folders and attaches employer number labels. Answers telephone inquiries on employer accounts; locates file folder, card, and/or forms and gives information. Operates Lektriever to locate employer card(s).

FILE CLERK -- EMPLOYER FILE (Clerk II)

Sorts correspondence and files in employer's file folder. Records name of company and date when IESC 216 Request for Omitted Wage Credits received in unit. Locates employer folders as requested; refiles folders.

LEKTRIEVER OPERATOR (Clerk II)

Operates Lektriever to locate employer's index card. Checks for information requests such as employer account number, change of address, or name of business. Copies correct information and records on documents or request forms. Removes obsolete or incorrect records.

LEKTRIEVER CONTROL CLERK (Clerk II)

Checks employer account number and address using Lektriever. Locates folders in employer file; answers telephone and gives information requested concerning employer records. Routes mail to other departments.

CLERK -- EMPLOYER FILES (Clerk-Typist II)

Files file folders, reports, and correspondence in follow-up files, non-liable files, out-of-state files, and general files; also numerical and cross-reference files. Responsible for all above files except follow-up files. Types cards and labels. Prepares folders for follow-up files.

CLERK -- EMPLOYER FILES (Clerk II)

Checks "New Account and Change in Employer Account" route sheets from Employer Liability Audit Department for accuracy and completeness. Routes original route sheet to keypunch;

files duplicate copy in reference file. When folder, sticker, original route sheet, and report of liability returned, prepares new folder and attaches sticker; inserts papers into folder; files folder. Also types cross-index cards, prepares cross-reference cards, and makes up dividers for files.

CLERK -- EMPLOYER FILES (Clerk II)

Files contribution reports and other miscellaneous reports in employer folders. Files route sheets. Checks payrolls and payroll batches. Files payrolls.

CLERK -- SWING CREW (Clerk II)

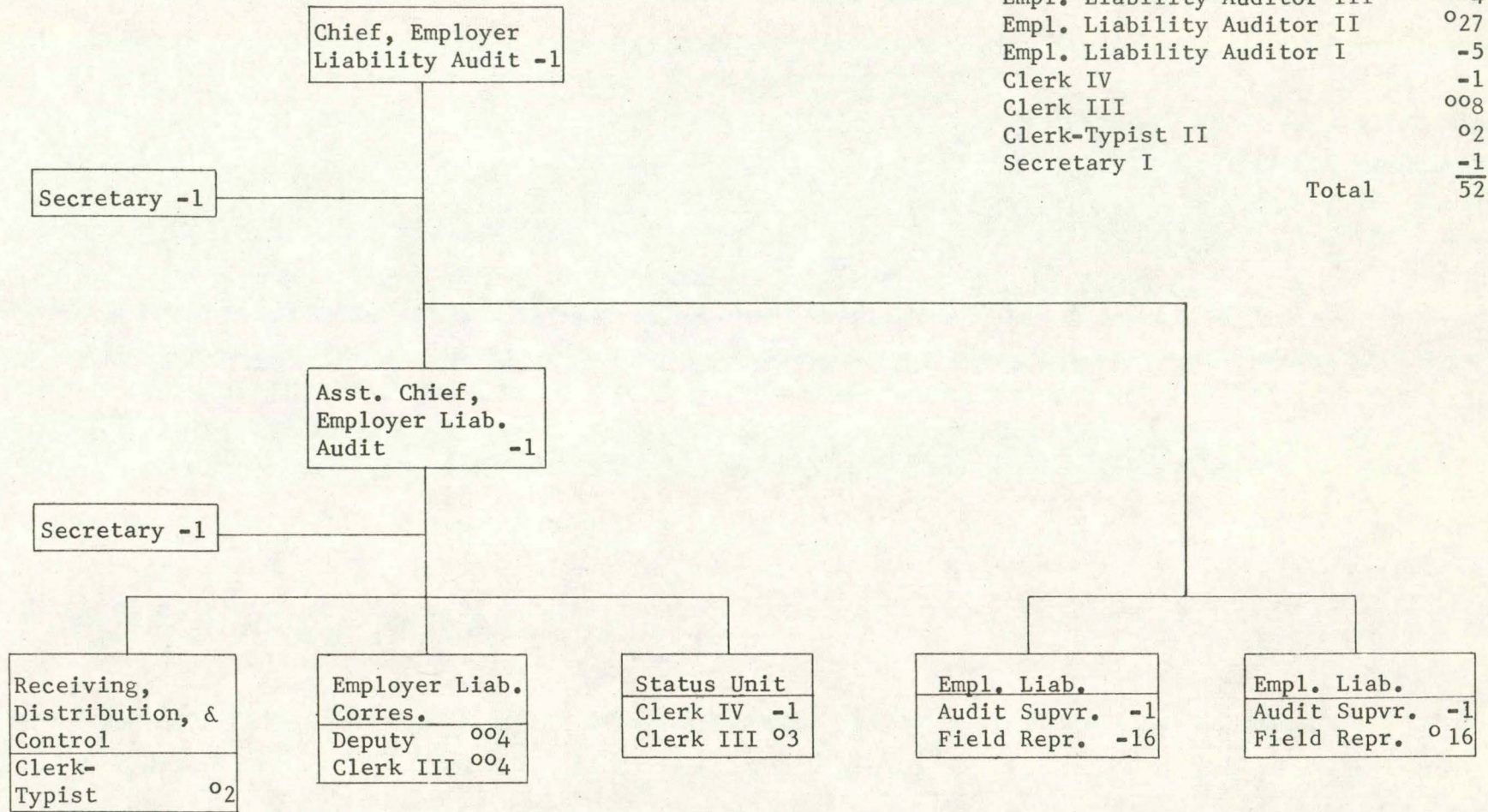
Performs clerical duties as assigned in Employer Files, Adjustments and Chargeback, Control and Social Security Audit, Pre-Audit-Deposits, or Delinquent Accounts sections.

CLERK TYPIST -- SWING CREW (Clerk Typist II)

Performs miscellaneous typing and clerical duties in Employer Files, Adjustments and Chargeback, Control and Social Security Audit, Pre-Audit-Deposits, or Delinquent Accounts sections.

EMPLOYER LIABILITY AUDIT DEPARTMENT

* Staffing Pattern



Empl. Liability Auditor VI	-1
Empl. Liability Auditor V	-1
Empl. Liability Auditor IV	-2
Empl. Liability Auditor III	004
Empl. Liability Auditor II	027
Empl. Liability Auditor I	-5
Clerk IV	-1
Clerk III	008
Clerk-Typist II	02
Secretary I	-1
Total	52

o 1 Vacant
oo 2 Vacant
* Merit Employment Titles
January, 1973

EMPLOYER LIABILITY AUDIT DEPARTMENT

The Employer Liability Audit Department is responsible for investigating and determining the status of employers throughout Iowa under the provisions of the Iowa Employment Security Law. It secures the necessary forms and materials to establish new employers and successor employer accounts, and sets up such accounts; determines change in ownership, multiple accounts, and location coded accounts; maintains updated employer address records; handles all matters relative to employer status either by correspondence or through assignment to Field Representatives for personal contact; performs public relations work through filling speaking engagements for civic and employer groups. The Department also investigates redeterminations on benefit claims; secures wage records and adjusts under or over reporting of wages (216 Investigation); and provides field service in securing delinquent reports and collecting delinquent contributions including subpoena actions, serving jeopardy assessments, and distress warrants. Conducts various types of audits to assure compliance with requirements of the law; selects payrolls for audit on area or industrial basis or where it appears an audit would be advisable because of discrepancies, inadequate records, or change of ownership; conducts financial audits to determine the advisability of filing a distress warrant or on a request for partial payment to settle indebtedness; also conducts audits when fraud or collusion on the part of employers and employees is indicated. The Department performs similar investigations and determinations for the Iowa Public Employees Retirement System (IPERS) and the Federal Insurance Contributions Act (FICA) with respect to State coverage; also for other State agencies upon request.

The Employer Liability Audit Department is divided into four sections: Receiving, Distribution, and Control; Employer Liability Correspondence; Status Unit; and Employer Liability Audit.

The Receiving, Distribution, and Control section is responsible for incoming and outgoing mail, routing of correspondence to Employer Files to obtain employer file folders or correspondence, and controlling returned files or correspondence until returned to Employer Files; checking Field Representatives mail against IESC - 100 Field Representatives Daily Report; and performing other clerical and typing duties as assigned.

The Employer Liability Correspondence section corresponds with Field Representatives, employers, and public in general regarding the law and the employer's responsibility under the law; reviews and researches incoming correspondence and materials received from Field Representatives and employer to determine the employer's status; makes redeterminations on actions to be taken to fulfill requirements of the law.

The Status Unit section prepares IESC - 165 New Accounts and Change in Employer Account route sheets on employer accounts according to status assigned by Deputy and including new and successor accounts, determinations, corrections, mergers, re-establishments, pendings, and terminations; also processes multi-state coverage requests and reciprocal coverage agreements, applications for voluntary coverage, and multiple and location coded accounts.

Employer Liability Audit section, through Field Representatives, contacts employers throughout Iowa (when a personal contact is required) on matters pertaining to the Iowa Unemployment Insurance Law, the Federal Unemployment Insurance Act, the Iowa Public Employees Retirement System, or as requested by another State agency. Field Representatives explain the IESC law and the policies and procedures in order to bring about uniform compliance with tax requirements; establish tax payers liability under the law; secure information and make recommendations pertaining to establishing tax liability and terminating same; collect delinquent contributions and give information and assistance in the preparation of tax reports and in securing refunds of overpaid taxes for the taxpayer; secure information necessary in making determinations as to eligibility of claimant; carry out assignments from the Legal and Appeals Department relative to delinquent employers; and conduct employer payroll and financial audits.

EMPLOYER LIABILITY AUDIT DEPARTMENT

CHIEF, EMPLOYER LIABILITY AUDIT DEPARTMENT (Employer Liability Auditor VI)

Plans and directs, through assistants and supervisors, the investigations of employers throughout Iowa to determine employer liability for unemployment insurance tax; the establishment of new and successor employer accounts; the establishment of employer wage records; and field activities relative to policing, auditing, and enforcing collections of the unemployment insurance tax; also similar field activities for Iowa Public Employees Retirement System (IPERS) and the Federal Insurance Contributions Act (FICA) with respect to State coverage. Establishes procedures, policies, and goals to fulfill the coverage and enforcement provisions of the IESC law and to ensure proper functioning of the department.

SECRETARY TO CHIEF, EMPLOYER LIABILITY AUDIT DEPARTMENT (Secretary I)

Performs secretarial duties for Chief, Employer Liability Audit Department. Types letters, memorandums, reports, forms, and subpoenas. Answers telephone; escorts department visitors to department from IESC Lobby. Prepares weekly IESC - 100 Field Representatives Daily Report for Data Processing; also weekly, monthly, quarterly, and annual production reports. Requisitions supplies; mails supplies to Field Representatives and employer upon request. Maintains current files. Maintains updated Cost Center expenditure records.

ASSISTANT CHIEF, EMPLOYER LIABILITY AUDIT DEPARTMENT (Employer Liability Auditor V)
Assists in directing and supervising Employer Liability Audit Department with specific responsibilities for assignments to Field Representatives, including correspondence to employers; processing incoming correspondence and material relative to auditing employer records; determining employer liability; securing delinquent tax reports; maintaining updated employer address records; and correlating work with other units or departments. Supervises Receiving, Distribution, and Control; Employer Liability Correspondence; and Status Unit sections. Performs duties of Chief, Employer Liability Audit Department, in his absence.

SECRETARY TO ASSISTANT CHIEF, EMPLOYER LIABILITY AUDIT DEPARTMENT (Clerk III)
Processes IESC-216 Request for Omitted Wage Credits; checks employer payrolls; types form requesting investigation by Field Representatives and posts data to IESC-216 Control Book. Records employer IESC-105 Voluntary Election, and prepares forms for Commission approval. Mails forms and supplies to Field Representatives or employer for setting up new accounts. Types letters and transcribes information for IESC-109 Field Communication Report for Assistant Chief, Employer Liability Audit Department. Pulls employer folders to match incoming correspondence.

RECEIVING, DISTRIBUTION, AND CONTROL SECTION

RECEIVING, DISTRIBUTION, AND CONTROL CLERK (Clerk Typist II)
Picks up incoming mail, sorts and date stamps (if required); batches correspondence to be routed to Employer Files once each day; checks Field Representatives completed assignments against IESC-100 Field Representatives Daily Report; routes mail to individual or section as instructed. Delivers batched correspondence to Employer Files (in Tax Functions Department); when returned, routes to Deputies. Responsible for all file folders or correspondence checked out from Employer Files. Prepares outgoing mail. Performs other clerical and typing duties as assigned.

EMPLOYER LIABILITY CORRESPONDENCE SECTION

DEPUTY -- EMPLOYER LIABILITY AUDIT DEPARTMENT (Employer Liability Auditor III)
Responsible for reviewing and researching correspondence and materials received from Field Representatives and employers in an established geographic area. Determines the accuracy of employer status information received and that it is sufficient for proper administration of the law. Makes determinations regarding action to be taken to fulfill the requirements of the law; makes assignments to Field Representatives. Corresponds with Field Representatives, employers, and public in general regarding provisions of Iowa Employment Security Law and employer's responsibility under the law. Explains law and gives assistance to employers and/or their accountants and attorneys who visit department.

CLERK III -- FIELD AUDIT (Clerk III)

Under supervision of Deputy, Employer Liability Audit Department, reviews typed correspondence and reports from Word Processing, assembles enclosures for such correspondence, and prepares for mailing. Assigns numbers to reporting forms. Types suspense items for reports received when no account number has been assigned, and form letters for requests from other states to cover multi-state workers (reciprocal coverage). Mails forms to employers upon request. Answers telephone; gives requested information or routes call to Deputy. Performs some transcription of tape recorded dictation. Pulls employer folders upon request. Delivers correspondence. Escorts visitors to department from IESC lobby, and performs such other duties as may be required by Deputy, Employer Liability Audit.

STATUS UNIT SECTION

CLERK -- STATUS UNIT (Clerk IV)

Supervises and participates in activities of Accounts Processing and Status Unit section. Assigns work load priorities during each quarter. Assists staff in preparation of more complex route sheets (IESC-165 New Account and Changes in Employer Account Route Sheet). Participates in preparation of route sheets, especially multiple and location coded accounts and unusual hard-to-understand accounts. Gives information to Tax Functions Department staff in relation to route sheets. Responsible for work flow between Employer Liability Audit Department and Data Processing Department. Reviews each computer update. Routes Notice of Liability to Employers to mailroom for quarterly mailing. Confers with Systems Analyst in Data Processing to correct problems that arise or to discuss changes in procedures.

CLERK -- STATUS UNIT (Clerk III)

Matches incoming correspondence and forms with employer folders; determines processing needed and sorts as to successor, new accounts, reestablishments, mergers, corrections, pendings, terminations, split-outs, and other types. Sorts employer folders with attached Deputy correspondence and determines additional processing or enclosures needed. Prepares IESC-165 New Account and Change in Employer Account Route Sheet for new accounts with liability prior to 1972, to back up liability from 1972 to previous year, and on mergers, reestablishments, successors, pendings, and terminations; also on corrections which include change in address, area code, industry code, effective date, determination date, law citation, tax rate, eligibility rate, or Federal I-D. number.

CLERK -- STATUS UNIT (Clerk III)

Performs duties of CLERK -- STATUS UNIT (see above) and CLERK III -- FIELD AUDIT under EMPLOYER LIABILITY CORRESPONDENCE.

EMPLOYER LIABILITY AUDIT SECTION

EMPLOYER LIABILITY AUDIT SUPERVISOR (Employer Liability Auditor IV)

Plans and supervises activities of a number of Field Representatives in established geographic areas in auditing employer records, determining employer liability under the Iowa Employment Security Law, collection of delinquent reports and tax, financial and legal investigations, and policing employers to insure compliance with provisions of Iowa Employment Security Law. Travels to headquarters of Field Representative in assigned area to observe, assist, audit, and evaluate his work. Prepares written reports on visits. Has line authority over the Field Representatives under his supervision and performs such other duties and assignments as may be required by the Chief, Employer Liability Audit Department.

FIELD REPRESENTATIVE (Employer Liability Auditor I)

FIELD REPRESENTATIVE (Employer Liability Auditor II)

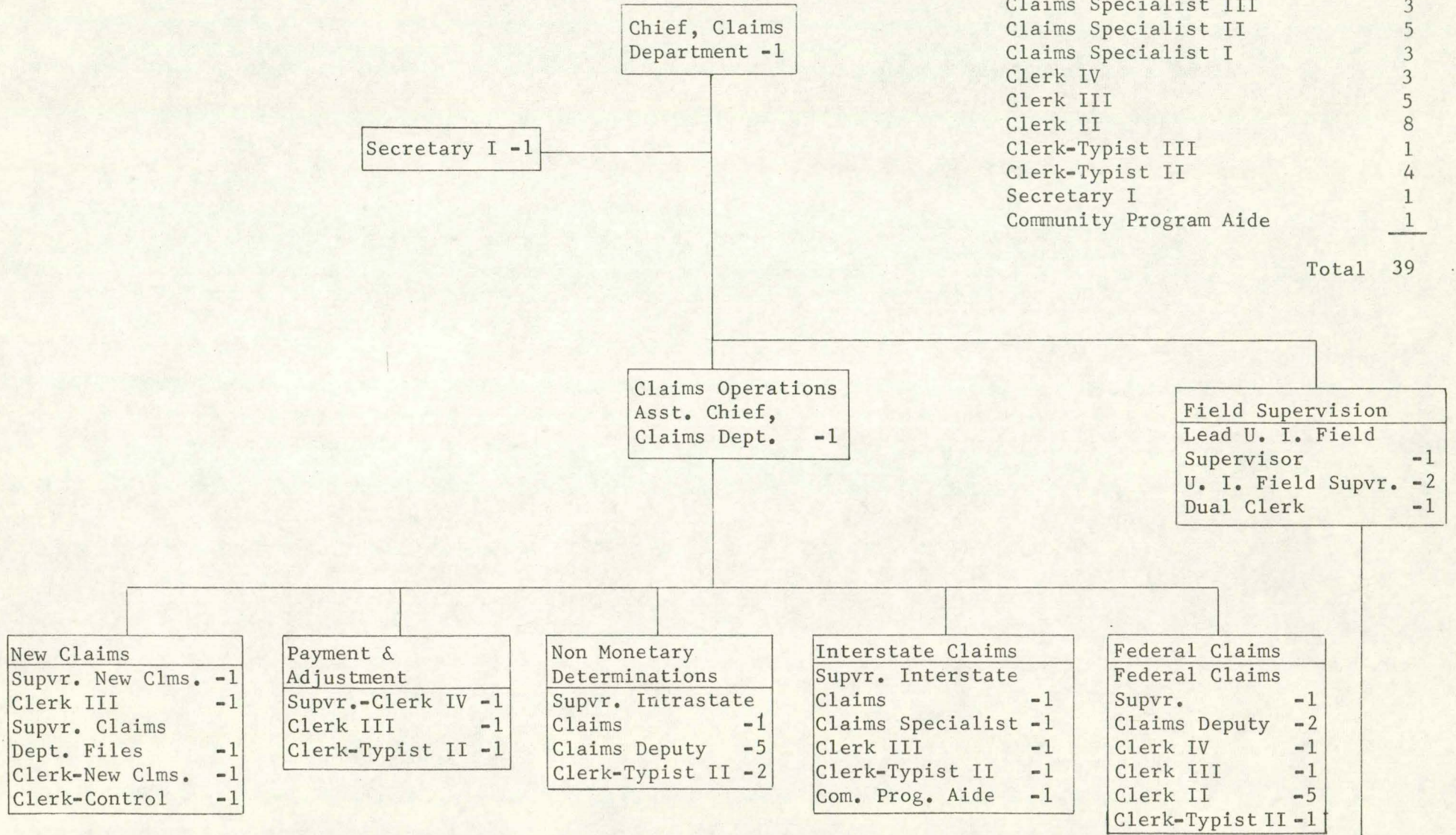
Contacts employers in an assigned geographic area to determine status under the Iowa Employment Security Law. Conducts investigations in payroll and financial audits; collects delinquent accounts and tax; serves jeopardy assessments; and recommends filing of distress warrants. Performs other duties as necessary for compliance with the Iowa law. Performs similar investigations and determinations for Iowa Public Employees Retirement System (IPERS), and the Federal Insurance Contribution Act (FICA) with respect to State coverage; also for other State agencies upon request.

* Staffing Pattern

CLAIMS DEPARTMENT

Benefits Program Administrator	1
Claims Specialist V	1
Claims Specialist IV	3
Claims Specialist III	3
Claims Specialist II	5
Claims Specialist I	3
Clerk IV	3
Clerk III	5
Clerk II	8
Clerk-Typist III	1
Clerk-Typist II	4
Secretary I	1
Community Program Aide	1

Total 39



New Claims	
Supvr. New Clms.	-1
Clerk III	-1
Supvr. Claims	
Dept. Files	-1
Clerk-New Clms.	-1
Clerk-Control	-1

Payment & Adjustment	
Supvr.-Clerk IV	-1
Clerk III	-1
Clerk-Typist II	-1

Non Monetary Determinations	
Supvr. Intrastate Claims	-1
Claims Deputy	-5
Clerk-Typist II	-2

Interstate Claims	
Supvr. Interstate Claims	-1
Claims Specialist	-1
Clerk III	-1
Clerk-Typist II	-1
Com. Prog. Aide	-1

Federal Claims	
Federal Claims	
Supvr.	-1
Claims Deputy	-2
Clerk IV	-1
Clerk III	-1
Clerk II	-5
Clerk-Typist II	-1

11 Area Claims Centers

— Line Authority and Responsibility

* Merit Employment Titles
 ** Does not include temporary staff

CLAIMS DEPARTMENT

The Claims Department determines the eligibility of claimants for unemployment insurance and processes the payment of benefits. Iowa is a wage reporting state, therefore, all new claims are processed by the Claims Department. The eleven Area Claims Centers located throughout Iowa service the local claims operation and forward all claims to the Department on a daily basis. The monetary determination is prepared by the computer. If the claimant is potentially eligible, the Claims Department mails the machine-prepared notice to the employer. When employer protests are received in the Claims Department, investigation reports are requested from Area Claims Centers. The Claims Department in Iowa is centralized on nonmonetary determination separation issues; nonmonetary determination decisions are decentralized on job refusals and availability issues (A & A). The release or nonrelease of payments on contested claims is controlled by a Claims Deputy. All payment and statistical data on unemployment insurance is prepared by the Research and Statistics Department. In addition to Iowa Unemployment Insurance benefits, the Claims Department also processes Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-Servicemen (UCX), claims under the Trade Expansion Act (TEA and TRA), and Disaster claims. It is also responsible for payment of allowances to claimants under the Manpower Development and Training Act (MDTA), Work Incentive Program (WIN), and Technology, Mobilization, and Reemployment Act (TMRP), and the Concentrated Employment Program (CEP).

The Claims Department, under the direction of Chief, Claims Department, is composed of the following units: New Claims, Payment and Adjustment, Nonmonetary Determinations, Interstate Claims, and Federal Claims.

The New Claims Unit is responsible for checking incoming new claims filed in Iowa under the Iowa Unemployment Insurance Law and routing to keypunch for processing; reviewing transcripts returned from Data Processing Department to check previous disqualifications, lack of \$100 qualification, UCX claims, or inadequate printouts; checking and mailing of employer's notice of claimant's filing, and holding of claims for eight-day period allowed for employer's protest. It releases clear claims at end of eight-day period if no timely protest is filed; and, if the claim is protested, prepares a 175-SIR Investigation Report, mails to Area Claims Center and, when returned with necessary information, routes to the Claims Deputy; also sets up new claims in file folders, and checks and routes claims record cards to Area Claims Centers.

The Payment and Adjustment Unit is divided into two sections. The Payment Section is responsible for processing of incoming continued pay orders including sorting, verifying,

and/or adjusting calculations, and routing to Data Processing Department; also for withholding payment when necessary. The Adjustment Section is responsible for making adjustments in the event of overpayment or underpayment of a claim as a result of omission of information by the claimant or an error in processing; investigating wage credits omitted from the claimant's transcript and obtaining the needed information from the employer's payroll report or notifying Employer Liability Audit Department to follow up with employer; making corrections on error listings received from Data Processing Department; and maintaining files of daily claimant payroll listing printouts.

The Nonmonetary Determination Unit is responsible for receiving all Iowa claims contested by the employer or Area Claims Center; investigating to obtain all pertinent facts; determining eligibility with consistency of decision and in accordance with Iowa Employment Security Law, established policy, and court precedents; issuing decisions and notifying claimant, employer, and interested party(s). Also reviews and evaluates all nonmonetary determinations by Area Claims Center personnel on job refusal and availability issues (A & A).

The Interstate Claims Unit is responsible for processing new and additional interstate claims and making monetary and nonmonetary determinations including A & A (Able and Available), work refusal, and omitted wage credits; maintaining the claimant's claim record card, processing continued claims, and preparing pay order cards for payment or disqualification; notifying employer of claimant filing, and holding claim during the eight-day protest period; processing overpayments and underpayments, originating and processing interstate appeals including both to the Hearings Officer and to the Commission; also processing wage combining claims for claimants, with wage credits in more than one state, who lack either maximum credits or enough credits to qualify in any one state.

The Federal Claims Unit is responsible for processing and making monetary and nonmonetary determinations for all claims on Federal Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX); making adjustments, setting up overpayments, and adjudicating all contested claims according to applicable State or Federal laws. It is also responsible for processing original weekly requests for payment of allowances under the Manpower Development and Training Act (MDTA), Work Incentive Program (WIN), Concentrated Employment Program (CEP), Trade Expansion Act (TEA and TRA), and Disaster claims; issuing advance payments to MDTA trainees; determining eligibility and amount of payment on each program; preparing IBM cards for Data Processing Department; maintaining individual claim record cards; recording payments by project; and preparing warrants for mailing; also making adjustments and redeterminations on original claim if required.

Field Supervision, under the direction of Chief, Claims Department, has line authority to eleven Area Claims Centers and is responsible for staffing, budgeting, facilities, and all operations of the Center. It is also responsible for monitoring and evaluating each Center with special regard to improvement of operating efficiency and adherence to established policies or procedures; preparing written reports of findings with recommendation(s); developing, adapting, and installing new procedures for solutions of various problems, or for use by Area Claims Center personnel, in such areas as claims interviewing, Wage Combining Agreement, Manpower Development and Training Act allowances, and allowances under Trade Expansion Act.

CLAIMS DEPARTMENT

CHIEF, CLAIMS DEPARTMENT (Benefit Program Administrator)

Under general direction of Director, Unemployment Insurance Division, plans, coordinates, and directs the benefit payment program of the Claims Department including Iowa, interstate, and Federal claims; is also responsible for processing and payment of allowances or benefits under the Manpower Development and Training Act (MDTA), Work Incentive Program (WIN), Technology, Mobilization, and Reemployment Program (TMRP), Trade Expansion Act (TEA and TRA), and Disaster Relief Act. Supervises three U. I. Field Supervisors responsible for eleven Area Claims Centers throughout Iowa and also unit supervisors in the adjudicating and processing of claims.

ASSISTANT CHIEF, CLAIMS DEPARTMENT (Claims Specialist V)

Under general direction of Chief, Claims Department, supervises flow of initial and continued interstate, intrastate, and Federal claims in the Claims Department. Provides technical assistance to Claims personnel in more complex cases of unemployment insurance. Assembles information pertaining to labor disputes for reports and recommendations to Commission. Assists Chief, Claims Department, and performs duties of Chief, Claims Department, in his absence.

U. I. FIELD SUPERVISOR (Claims Specialist IV)

Supervises three or four Area Claims Centers insuring proper administration of the Iowa Employment Security Law. Evaluates effectiveness of policy and claims operation; compiles detailed reports of findings and instructions for any required changes. Serves as a liaison between Claims Department and Area Claims Centers in all phases of management such as budget, staffing, equipment, and out-service training.

DUAL CLERK III (Clerk-Typist III)

Sorts error correspondence and files in proper Area Claims Center folder. Types manual sections and travel vouchers. Performs duties of "back-up clerk" to Secretary to Chief, Claims Department. Opens and distributes mail. Sends supplies to Area Claims Centers. Orders labels from Data Processing. Posts work load reports from Research and Statistics Department and forwards to Regional Office. Also works in other units of Claims Department; checks incorrect wage records against employer payrolls and types nonmonetary determinations for Claims Deputy.

SECRETARY TO CHIEF AND ASSISTANT CHIEF, CLAIMS DEPARTMENT (Secretary I)

Performs secretarial duties; sorts mail and distributes; answers telephone; prepares attendance report. Types memorandums and Unemployment Insurance intra-agency letters. Maintains supplies for department. Responsible for benefit checks held for special distribution. Supervises clerks in charge of Claims Department outgoing mail. Prepares monthly reports.

NEW CLAIMS UNIT

SUPERVISOR -- NEW CLAIMS UNIT (Clerk IV)

Supervises and participates in work performed in New Claims Unit; supervises Control, New Claims, and New File section. Sorts and checks employer notices; matches and removes folder from file; matches incoming mail from Area Claims Centers for Unit II Hold (eight-day protest period) section; reviews for contested claims and routes both Unit I and Unit II completed folders to Deputies. Checks separation notices for completeness and timeliness and routes to keypunch. Sorts clear paid claims for correct day release, bundles for monetary determination; pulls claims cards on such claims and matches claim card with wage transcript.

CLERK -- NEW CLAIMS (Clerk III)

Sorts new claims received in mail; checks completeness of items on original UI, UCFE, and UCX claims and delivers to keypunch. Checks transcripts returned from Data Processing. Assembles new claims, transcripts, and release cards in claim folders. Matches claim card. Checks and sorts claim record card (for routing to Area Claims Centers). Reviews and separates employer notices for mailing. Performs required typing; keeps daily and weekly records; maintains and supervises all permanent and temporary help in processing of new claims.

CLERK -- NEW CLAIMS (Clerk II)

Sorts new claims received from Area Claims Centers. Checks for errors, makes corrections, and routes to keypunch. Sorts transcripts received from keypunch, scans for voluntary quit, overpayment, \$100 qualification, UCX benefits, and completeness of printouts. Matches claims returned from keypunch with transcripts and folders (including Iowa UI Claims, UCFE, and UCX claims, and combined joint claims where individual has both Federal and State wage credits). Matches cards to claims -- automatic lock and unlock, blue secondary, and UC secondary claim card -- and routes to Federal unit or Control section. Sorts claims by Social Security number after keypunching.

SUPERVISOR -- CLAIMS DEPARTMENT FILE (Clerk III)

Supervises one to three file clerks in Claims Department files; files folders; removes folders from files. Searches payrolls for omitted wage credits. Responsible for maintenance of entire Claims Department files, storage claim files on ground floor, and for annual file purge.

CLERK -- CONTROL (Clerk-Typist II)

Types special investigation reports on claims in Control Section. Screens and matches protests on additional claims; removes from active file, types special investigation reports, and files in separate file. Matches 203 flags with original employer protest and removes claim from active file; types special investigation reports and prepares "lock cards" for keypunch.

PAYMENT AND ADJUSTMENT UNIT

SUPERVISOR (Clerk IV)

Supervises staff in processing of omitted wage credits, setting up and reducing or clearing overpayments, and making adjustments caused by error; also processing of daily payroll for claimant data base and updating edit error list by making corrections and resubmitting data. Trains unit staff. Answers inquiries from Area Claims Centers or from other departments. Revises procedures manual for unit at least once each year.

CLERK (Clerk III)

Sorts daily pay order cards into batches for keypunch and benefit year ending date; operates IBM sorter. Answers correspondence from Area Claims Centers regarding special cases of overpayment or underpayment. Prepares readout requests for unit; responsible for routing all readout requests from all units in the Department to Data Processing. Sets up overpayment assembly form. Makes reductions or changes using overpayment and reduction forms; makes other adjustments if needed.

CLERK (Clerk-Typist II)

Assists Clerk III in sorting and batching daily pay order cards; operates IBM sorter. Gives information as requested by other departments; locates file folders. Delivers work to and from Data Processing Department. Processes requests for redetermination from Area Claims Centers on omitted wage credits. If wages not located, forwards request to Employer Liability Audit Department.

NONMONETARY DETERMINATION UNIT

SUPERVISOR -- INTRASTATE CLAIMS (Claims Specialist III)

Supervises, plans, and directs the activities of a staff of Claims Specialist I and II's in determining eligibility of disputed unemployment insurance claims, maintaining consistency of decisions in accordance with the law, established policy, and court precedents. Assigns job duties and responsibilities. Provides on-the-job and refresher training. Installs new procedures. Assists in preparation of operating manuals for unit and instruction to Area Claims Centers. Cooperates with Tax Functions, Data Processing, and Legal Departments in difficult claim encounters. Answers inquiries by telephone or mail concerning claims from employers, claimants, and general public.

CLAIMS DEPUTY (Claims Specialist I)

Reviews and analyzes information obtained by Area Claims Center interviewers on contested claims. Makes determination of eligibility or ineligibility based on Iowa Employment Security Law, regulations, and precedent decisions. Responds to telephone or written inquiries from Area Claims Centers, employers, or claimants. Processes lower or higher authority appeals; adjusts any changes made to the initial determination. Assists in training new Claims Deputies.

CLERK TYPIST -- CLAIMS DEPARTMENT (Clerk-Typist II)

Sorts incoming mail for Claims Deputies; attaches correspondence to claimant's file folder. Types decisions, appeals, and labor disputes. Once each week is responsible for central mail table. Prepares outgoing mail.

INTERSTATE CLAIMS UNIT

SUPERVISOR -- INTERSTATE CLAIMS UNIT (Claims Specialist III)

Supervises the processing of new, additional, and continued, interstate claims. Investigates separations as required to make monetary and nonmonetary determinations; makes determinations concerning other provisions of the Iowa law as required including A & A, work refusal, and omitted wage credits. Sets up overpayments; originates and processes interstate appeals, both to the Hearings Officer and to the Commission. Processes continued claims as required to pay interstate benefits. Corresponds by Word Processing, telephone, or other methods to answer inquiries from claimants, employers, and Area Claims Centers.

CLAIMS SPECIALIST (Claims Specialist II)

Reviews and adjudicates new and additional interstate claims received in mail; prepares necessary letters and forms. Processes appeals and overpayments. Reviews and processes wage-combining claims, including requests for transfer of wages to other states and those requesting transfer to Iowa. Notifies employers, corresponds with claimant, makes determinations, and completes necessary reports. Supervises department in absence of Supervisor, Interstate Claims Unit.

CLERK -- INTERSTATE CLAIMS (Clerk III)

Checks continued interstate claims for completeness and accuracy; posts to claim record card; prepares pay orders for payment, or form for disqualification. Posts additional claims, monetary determinations, credit exhaust, and benefit year ending notices; mails appropriate nonmonetary determinations and other documents to claimant and agent state local claims offices. Maintains claim record file. Audits claim records and adjusts minor overpayment or underpayment. Processes transfer of claims records. Trains and supervises temporary clerical staff.

CLERK TYPIST -- INTERSTATE (Clerk Typist II)

Sorts and distributes mail within Interstate Unit and to other sections of Claims Department. Assists at outgoing mail table once a week. Matches file folder or previous correspondence to incoming mail and attaches. Types correspondence on original and additional claims, investigation correspondence, nonmonetary determinations, interstate appeals, and omitted wage credit requests. Posts payments to interstate continued claim records. Initiates call-in and transfer of claim records. Checks payroll records.

COMMUNITY PROGRAM AIDE (Community Program Aide II)

Opens and sorts mail. Removes claim folders from file and attaches correspondence. Posts interstate claims to claim record cards. Files active claim record cards; purges and refiles inactive claim records. Posts credit exhaust notices and waiting period notices and prepares

for mailing. Searches payrolls for omitted wage credits. Sorts and stuffs mail at outgoing mail table; distributes mail throughout building one day per week.

FEDERAL CLAIMS UNIT

FEDERAL CLAIMS SUPERVISOR (Claims Specialist III)

Plans, supervises, and participates in activities of Federal Claims Unit pertaining to the adjudication and payment of Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-Servicemen (UCX) claims, as well as payment of allowances under other Federal programs (MDTA, WIN, CEP, TEA or TRA, and TMRP). Assigns job duties and responsibilities within unit. Trains unit employees and Employment Service Local Office personnel on special programs. Prepares administrative bulletins, letters, and manuals pertaining to special programs and reports. Cooperates with other agencies and assists Regional officials in program evaluations.

CLAIMS DEPUTY (Claims Specialist I)

CLAIMS DEPUTY (Claims Specialist II)

Makes determinations on Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX) claims. Adjudicates all contested Federal claims applying State law or Federal law when applicable. Adjudicates the rights of the claimant; makes benefit determinations. Makes adjustments, reviews any special problem cases, and sets up overpayments. Makes adjudications on Commission approved training; sets up appeal requests. Computes weekly and maximum benefit amount because of removal or addition of wage credits. Requests wage information on UCFE claims. Assists Federal Claims Supervisor in processing of other Federal programs.

CLERK -- FEDERAL CLAIMS (Clerk II)

Reviews UCX claims for completeness and accuracy including claims taker signature on 201, if service honorable or dishonorable on DD-214, and date of original claim. Checks information on the DD-214 against other forms. Computes claimant's military wage using military compensation. Types entries on the various adjudication forms for Claims Deputies.

CLERK -- FEDERAL CLAIMS (Clerk-Typist II)

Types data on various forms in relation to Federal claims (UCFE and UCX) and MDTA and WIN programs. Keeps data up-to-date for reports and studies submitted to Federal and State agencies. Updates manuals and handbooks. Files correspondence, reports, and claims folders. Obtains needed file folders or other information to answer any incoming mail. Answers telephone and places calls.

CLERK -- FEDERAL CLAIMS (Clerk IV)

Prepares initial MDTA claim cards and new file folders for filing documents regarding the claim. Issues advance payments to MDTA enrollees. Makes any necessary readjustments and/or redeterminations of original allowance. Prepares daily MDTA payroll; is responsible for forwarding all MDTA warrants to proper facilities. Compiles monthly reports on all MDTA claims during the month. Supervises MDTA staff during absence of Federal Claims Supervisor.

CLERK -- FEDERAL CLAIMS (Clerk III)

Figures amount due on individual MDTA allowances. Prepares forms for payment of MDTA allowances. Audits MDTA allowance folders for enrollee terminations; prepares forms for final payment to enrollees.

CLERK -- FEDERAL CLAIMS (Clerk II)

Computes weekly MDTA allowances and prepares for payment. Files MDTA forms and enrollee folders. Updates MDTA history cards. Attaches identifying labels on new MDTA folders. In absence of regular clerk, audits MDTA folders for terminations. Removes WIN folders from file and attaches forms and correspondence. Occasionally prepares forms for WIN payment.

CLERK -- FEDERAL CLAIMS (Clerk II)

Opens MDTA mail and distributes. Screens weekly request for trainee payments; records each request by project number in MDTA daily ledger. Computes weekly MDTA allowances for enrollees and prepares IBM cards for Data Processing. Types MDTA forms and form letters. Files MDTA forms. Sends final payment to trainee by registered letter. Assists in preparation of warrants for WIN payment.

CLERK -- FEDERAL CLAIMS (Clerk II)

Computes weekly benefit allowance for MDTA enrollees. Opens and distributes MDTA mail. Matches statistical cards. Posts monthly MDTA records to project ledger. Audits MDTA enrollee folders for terminations. Files folders and forms. Records new WIN trainees on forms, checks file folders and forms, and updates history cards.

CLERK -- FEDERAL CLAIMS (Clerk-Typist II)

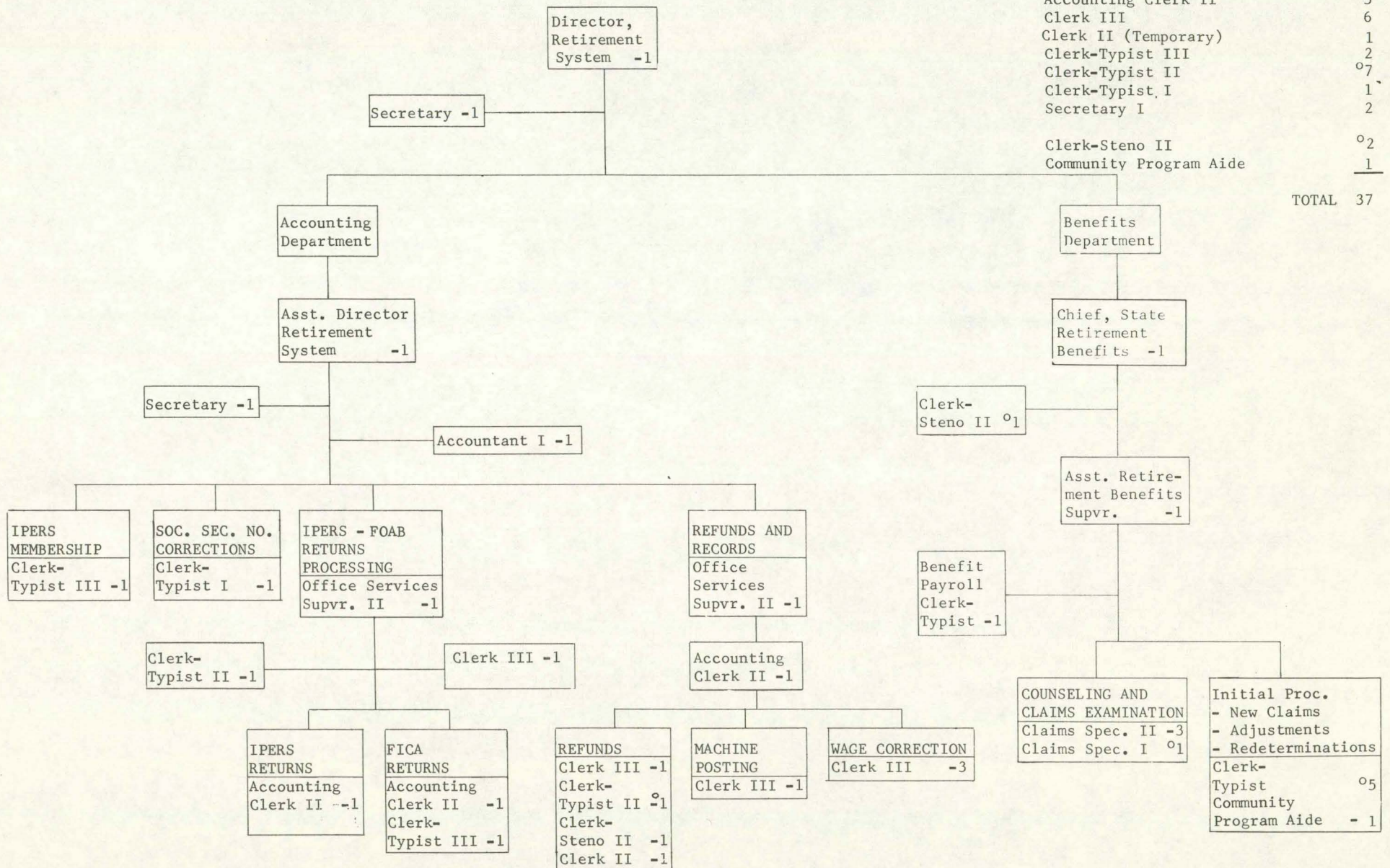
Opens MDTA mail; reviews MDTA allowance requests for accuracy and completeness. Computes weekly MDTA payment. Types change of address on index card for MDTA enrollee card file. Files correspondence, reports, forms, and cards. Audits MDTA folders. Performs some typing for Claims Specialist II. Picks up and delivers MDTA mail to and from mail room.

* Staffing Pattern

RETIREMENT DIVISION

Retirement Program Administrator	1
Administrative Officer III	1
Retirement Benefits Supervisor	1
Office Services Supervisor II	2
Accountant I	1
Claims Specialist II	4
Claims Specialist I	02
Accounting Clerk II	3
Clerk III	6
Clerk II (Temporary)	1
Clerk-Typist III	2
Clerk-Typist II	07
Clerk-Typist I	1
Secretary I	2
Clerk-Steno II	02
Community Program Aide	1

TOTAL 37



— Line Authority

0 1 Vacancy

* Merit Employment Titles

RETIREMENT DIVISION

The Retirement Division is responsible for implementing the provisions of three retirement systems, namely, Iowa Public Employees Retirement System (IPERS), Iowa Old Age and Survivor's Insurance (IOASI), and Teachers Retirement Allowance Law; also the Federal - State agreement providing Social Security for public employees in Iowa.

The Division collects both employer and employee contributions to IPERS plus interest and penalty; maintains accounting records on all monies paid into fund; assigns cases of delinquent or incorrectly filed returns, coverage, or new accounts to Employer Liability Audit Department when personal visit required. Gives assistance to school reorganization groups concerning contributions accounting. Assembles information on investment portfolios for Commission; carries out day-to-day investments as directed by Commission; and maintains records on all investments.

The Division maintains accounting and individual records of contributions and beneficiary for each IPERS member; accepts and processes applications for monthly benefits, death benefits, or refunds; prepares and forwards to claimant a statement explaining income tax liability in connection with his benefit payments. Prepares annual "Statement of Accumulated Credits" for each IPERS member and forwards to employer for distribution. Meets with employee groups or organizations to give information on IPERS benefits.

The Division also maintains individual and accounting records on IOASI and Teachers Retirement Allowance Law and makes payment to eligible claimants; collects Social Security taxes from public employers and public employees, and pre-audits, assembles, and forwards to Social Security Administration; balances IPERS, Social Security, and Teacher's Retirement Allowance accounts and reconciles with State Comptroller and State Treasurer's accounts.

The Benefits Department accepts, in person or by mail, applications for monthly benefit payments for the IPERS, IOASI, and Teachers Benefits; also applications for refunds of employee contributions and death payments to deceased member's beneficiary or estate. Makes monetary and non-monetary determinations. Initiates, or calculates, estimates of future benefits. Determines need for changes in benefit payments, such as recomputations, adjustments, renewals, suspensions, and terminations; takes necessary action. Maintains IPERS, IOASI, and Teachers Benefits continued payrolls and current address cards for active claimants including total amount paid to date on each member's account. Prepares and forwards to each new claimant a statement explaining income tax liability in connection with his benefit payments. Gives information on benefits; meets with and speaks before employee groups concerning benefits. Responsible for seeing that all benefit files are properly updated and routed to Data Processing to allow sufficient time for processing of the benefit payroll and issuance of the monthly benefit warrants before scheduled mailing date.

The Accounting Department is divided into four units, namely, IPERS Membership, Social Security Number Corrections, IPERS - FOAB Returns Processing, and Refunds and Records. The Assistant Director, Retirement System, is responsible for the day-to-day investment of IPERS monies as directed by Commission, preparation of investment portfolio for Commission, and maintenance of accounting records on investments; prepares monthly investment report and IPERS financial statement; balances IPERS Trust Fund account with State Comptroller and State Treasurer's records; supervises and directs other Accounting Department activities.

The IPERS Membership Unit sets up and maintains individual records on all IPERS members. The Social Security Number Corrections Unit checks erroneous Social Security numbers on Social Security numbers received from Social Security Administration, makes corrections, and returns.

The IPERS - FOAB Returns Processing sorts IPERS and Social Security (FOAB) quarterly reports; records receipt or nonreceipt; checks payments against amount due shown on reports; prepares deposits; audits reports; prepares IPERS report for Data Processing; forwards Social Security report and monies received to Social Security Administration; also corresponds with employer to obtain wage information and correct report procedures; makes adjustments; issues interest and penalty charges; refers account to Employer Liability Audit Department when personal visit required; sets up and terminates accounts. Prepares IPERS and Social Security summary reports.

The Refunds and Records Unit verifies data on claims received from Retirement Benefits against claimant individual records; makes any necessary corrections and adjustments and prepares for Data Processing; reviews returned claims transcripts and also annual "Statement of Accumulated Credits". Audits and computes overpayments of tax by employers and employees. Machine posts data from computer printouts to individual ledger sheets to update records of IPERS members. Answers inquiries on claims from employers and employees. Works closely with Data Processing Department in processing of claims.

RETIREMENT DIVISION

DIRECTOR, RETIREMENT SYSTEM (Retirement Program Administrator)

Under general direction of Commission, administers, plans, and directs the Iowa Public Employees Retirement System, Iowa Old Age and Survivors Insurance System, Teachers Retirement Allowance Program, and Federal-State agreement providing Social Security for public employees in Iowa. Coordinates the activities of the Retirement Division to effect efficient collection, payment, and accounting under the various retirement and allowance laws. Coordinates the activities of the Retirement Division with Data Processing and other departments. Delegates responsibilities and assigns duties to Retirement Division staff. Recommends new or implemented policies and procedures and directs the preparation of such procedures. Assists with preparation of amendments to existing retirement laws and confers with Commission, Actuary, and IPERS Advisory Investment

Board concerning amendment proposals. Directs the preparation of regular and special reports; prepares and issues instructional information.

SECRETARY TO DIRECTOR, RETIREMENT SYSTEM (Secretary I)

Performs secretarial duties for Director, Retirement System. Acts as receptionist for visitors seeking information on possible IPERS benefits. Schedules appointments. Prepares IPERS Advisory Investment Board minutes and distributes. Types address change records for individuals claiming benefits. Batches Iowa Old Age and Survivors Insurance (IOASI) applications and types IOASI form letters. Also performs some secretarial and other duties for Chief, State Retirement Benefits.

ACCOUNTING DEPARTMENT

ASSISTANT DIRECTOR, RETIREMENT SYSTEM (Administrative Officer III)

Under general supervision of Director, Retirement Division, coordinates and directs, through unit supervisors, staff and activities of the Accounting Department including processing of employer reports and contributions; maintenance of employee accounts and membership records; payment of refunds to terminating employees; preparation of deposits; pre-audit of Social Security reports, and forwarding of monies collected to Social Security Administration. Invests IPERS fund monies in commercial paper, bonds, and equities and insures that all funds are fully invested each day. Acts as Director, Retirement System, in his absence.

SECRETARY TO ASSISTANT DIRECTOR, RETIREMENT SYSTEM (Secretary I)

Prepares memorandums to Commission on proposed investments; prepares letters of Commission authorization of investments to Treasury Department and Executive Secretary of IPERS Investment Advisory Board. Prepares journal sheet for each investment and maintains daily records of investments. Posts to appropriate journals the amortization of premiums, discounts on investments, stock dividends and number of shares of stocks held, premiums and discount balances, balances on daily postings of short-term investments, and daily bank deposits. Balances journal and prepares trial balance report. Compiles report on stocks purchased and sold during current month figuring net profit and loss, amounts still owned, and balance. Also prepares report for Moody's Management Corporation of all securities on file for current month. Types monthly investment reports and IPERS financial statement. Each quarter assists with auditing of quarterly IPERS reports.

ACCOUNTANT I -- IPERS (Accountant I)

Analyzes and records daily transactions affecting Iowa Public Employees Retirement System (IPERS) fund and investment portfolio. Prepares monthly report summarizing investment activities. Balances IPERS Trust Fund account with State Treasurer and State Comptroller records. Works on special assignments such as assisting in preparation of IPERS biennium report. Performs day-to-day functions of Assistant Director in his absence.

IPERS MEMBERSHIP

CLERK-TYPIST -- IPERS MEMBERSHIP (Clerk-Typist III)

Checks IPERS quarterly employer payroll listings for new IPERS members and required data. Sets up individual ledger sheets for each member. Files employer correspondence and employee membership data. Posts corrections and adjustments to employer's payroll listings. Prepares and types form letters to employees and employers requesting data omitted or not legible on payroll listing.

SOCIAL SECURITY NUMBER CORRECTIONS

CLERK-TYPIST (Clerk-Typist I)

Checks keypunched cards, rejected by Social Security Administration in Baltimore because of erroneous Social Security number, and determines correct Social Security number. Types form letters; prepares IBM correction card for IPERS records; returns corrected keypunched card to Social Security Administration.

IPERS -- FOAB RETURNS PROCESSING

SUPERVISOR, IPERS -- FOAB RETURNS PROCESSING (Office Services Supervisor II)

Supervises staff in collection of wage reports and tax contributions under IPERS and Federal Social Security including receipt, sorting, pre-audit, post-audit, batching, recording, and filing of quarterly reports, and deposit of tax monies. Secures information on newly created entities and dissolution brought about by reorganization; prepares and submits forms and letters to Social Security Administration to obtain accounts for new entities or request deletion of entity from State-Federal Agreement; sets up procedures for processing reports and contributions of new entities. Supervises maintenance of punched card files containing reporting information to ensure prompt routing to Data Processing for printing and totaling of wages and taxes. Supervises audit of reports; submits the IPERS contributions and Social Security Administration summary reports to Director. Corresponds with employer to obtain wage information for ledger accounts, collect delinquent accounts, correct reporting procedures, or issue interest, penalties, and tax charges; when personal contact required, requests assistance of Employer Liability Audit Department for investigation of incorrect and delinquent reporting, collection of accounts, or assistance to employer in preparation of returns. Decides questions of employer coverage or refers decision to Assistant Director. Prepares or supervises preparation of adjustments, corrections, and tax credits on employer accounts, and computation of interest penalties and tax charges on delinquent accounts.

CLERK-TYPIST (Clerk-Typist II)

Opens mail and routes Social Security reports to FICA Returns desk. Files IPERS reports in sequence, removes checks, totals checks received, and checks against total remittance shown on report. Audits IPERS quarterly reports for wages reported and amount due. Types assignments for UI Field Representatives; also form letters and rough drafts.

RECORDS CLERK (Clerk III)

Maintains employer address record; prepares listing of new or changed addresses for keypunching. Proofs returned IBM cards for accuracy of data. Prior to return of employer quarterly reports, prepares employer control cards; when report returned, pulls control cards and posts batch number; routes control cards to keypunch. Assists in opening and sorting mail and preparing checks for deposit.

ACCOUNTING CLERK (Accounting Clerk II)

Audits IPERS quarterly employer reports, computes tax due, and if error, prepares and types corrected memo for mailing to employer. Posts debit or credit to employer's journal account. Lists errors on sheet and routes to Refunds and Records Unit. Opens mail; separates IPERS from Social Security items; files IPERS reports in sequence; removes check, runs first deposit tape by account number and amount of check; prepares deposit slip. Types transmittal form letter to State Treasurer and State Comptroller's Office for both IPERS and Social Security warrants. Checks Social Security post-audit for accuracy and balance of each batch. Processes wage adjustment forms under IPERS and S-4's for Social Security; prepares S-4's for shipment to Social Security Administration. Closes and balances debits and credits in journal book each month. Types all vouchers for warrants to be issued in Accounting Department.

LEAD WORKER -- SOCIAL SECURITY (Accounting Clerk II)

Opens and sorts mail. Runs tape on incoming checks; balances with amount of payment shown on report; prepares deposit. Audits quarterly Social Security reports and prepares for keypunch. Prepares and types debit and credit memos and mails to employers; posts to journal. Prepares and types Delinquent Notice Letters. Posts cancelled checks to IPERS General Journal. Closes and balances Federal Old Age Benefits (FOAB) journal at end of each month.

CLERK-TYPIST (Clerk-Typist III)

Audits, batches, and verifies totals on Social Security quarterly reports. Checks and corrects IPERS post-audit and pulls Employer Tax Statements. Prepares and types form letters to employers regarding discrepancies and also debit and credit memos. Prepares deposits on Social Security and IPERS quarterly reports. Files quarterly Social Security reports. Types special projects. Prepares analysis of reports. Stuffs envelopes for mailing required reporting forms to employers.

CLERK - TEMPORARY (Clerk II)

Checks and corrects transcripts; performs other clerical work as assigned.

REFUNDS AND RECORDS

SUPERVISOR, REFUNDS AND RECORDS (Office Services Supervisor II)

Supervises staff of Refunds and Records Section and coordinates flow of work to meet required deadlines. Answers inquiries from employers or employees regarding a member account and concerning refunds either before or after processing of claims, overpayment on tax claims, or other similar items; inquiries may be in person, by telephone, or through correspondence. Works closely with Systems Analyst and Programmer in Data Processing Department and Management Analysts in Methods and Planning Department to set up new programs or revise present programs.

ACCOUNTING CLERK (Accounting Clerk II)

Reviews transcripts to verify accuracy of amount to be paid on lump sum termination refunds; audits and computes amount of overpayment on tax claims by employers and/or employees. Answers inquiries from employer or employee regarding a member account and concerning refunds, overpayment on tax claims, or similar items; inquiries may be in person, by telephone, or through correspondence. Files identification cards and new account ledger sheets. Types identification cards, form letters, and correspondence. Checks IBM output cards for errors or name changes. Assists in checking yearly Statement of Accumulated Credits for each covered IPERS member. Assists Supervisor, Refunds and Records, and performs as Supervisor in her absence.

CLERK - STENO (Clerk-Steno II)

Types correspondence, form letters, and identification cards; files correspondence and identification cards. Takes some dictation; prepares correspondence received from Word Processing for mailing. Performs various clerical duties such as filing, pulling new account ledger sheets, checking identification cards, and inserting warrants for mailing.

CLERK -- IPERS REFUNDS AND RECORDS (Clerk III)

Checks employee termination refund claims; batches for key tape according to quit date and in Social Security number sequence. Checks claims for overpayment of tax against employer payroll listing of wages; determines amount of refund due. Checks semi-monthly transcripts on IPERS refunds and pulls ledger sheets to match transcripts; verifies data. Matches warrants received from State Treasurer's Office with completed IPERS-556A Refund Statement Form, and also Federal Form 1099 for Internal Revenue Service showing interest, if pertinent. Each quarter checks keypunched cards against employer payrolls for correction of erroneous Social Security numbers; makes correction on payroll listing and on keypunched card. Assists in mailing out computer prepared correction list to employers. Answers inquiries in person or by telephone concerning refunds, accumulated credit statements, or accuracy of check issued.

CLERK -- REFUNDS AND RECORDS (Clerk III)

Checks new retirement application data sheet, received from Benefits Department, against individual wage records; makes changes and corrections in member accounts such as correcting erroneous Social Security number or wage amounts, reducing contributions over maximum yearly amount, or restoring wages that are off computer tape; prepares IBM cards to make appropriate corrections or adjustments. Updates ledger sheets of vested members when not performed by computer. Prepares requests from Data Processing for Retirement Benefits Department; compares data on transcript with claimant's ledger sheet; adds any additional data to transcript for final figure on which claim based. Prepares transcripts for recomputation (i.e. claimant drawing benefits, becomes employed, and benefits discontinued; now reapplies).

POSTING MACHINE OPERATOR (Clerk III)

Operates transfer posting machine to post data from computer printouts to individual ledger sheets to update records of 120,000 IPERS members. Performs quarterly, year-to-date, and summary posting including inactive, vested, retired, and correction posting.

RETIREMENT BENEFITS DEPARTMENT

CHIEF, STATE RETIREMENT BENEFITS (Retirement Benefits Supervisor)

Under general direction of Director, Retirement System, plans, directs, coordinates, and supervises the operation of the Retirement Benefits Department, and coordinates the work of this department with that of other divisions. Performs public relations work through speaking engagements and individual group contacts. Is responsible for the administration of the retirement benefit and death benefit provisions of the Iowa Public Employees Retirement System (IPERS), the Iowa Old Age and Survivors Insurance System (IOASI), and the Teachers Retirement Allowance Act including the processing and payment of retirement benefits and death benefits; the maintenance of Designation of Beneficiary files; dissemination of information by mail, in person, and by telephone regarding the retirement laws in general and individual accounts in particular; and the providing of estimates of future retirement benefits payable.

CLERK-STENO - BENEFITS (Clerk Steno II)

Performs secretarial duties for the Chief, State Retirement Benefits, typing confidential forms and reports, checking records under confidential circumstances, and expediting processes as requested. Makes a preliminary review of applications for monthly retirement benefits, checking for omitted or incomplete entries and proofs; types form letters as needed or sends requests for pre-programmed letter to the Word Processing Center. Types and sends acknowledgment cards to applicants and Employer's Tax Statement for Retiring Employee to the employers to obtain information regarding wages in the final quarter, and termination and leave dates. Assists in semi-monthly batching of applications for refunds based upon deceased members' accounts. Acts as receptionist for individuals who visit the department; answers telephone inquiries. Performs alphabetical and numerical filing.

ASSISTANT CHIEF, STATE RETIREMENT BENEFITS (Claims Specialist II)

Under general to limited direction of Chief, State Retirement Benefits, assists in the overall planning and organizing of the work of the Retirement Benefits Department, and in the supervising and training of department staff. Acts as Chief, State Retirement Benefits, in the absence of Chief. Makes reply by mail, by telephone, or in person to inquiries received from employers, employees, attorneys and others in regard to the retirement laws in general and their application to individual accounts in particular. Personally maintains liaison between the Retirement Benefits Department and the other units or departments with which activities must be coordinated, especially Data Processing Department, and the IPERS Refunds and Records Unit. Supervises staff in preparation and compilation of all aspects of work concerned with the three monthly benefit payrolls until the payrolls are submitted to the Data Processing Department and then keeps in close communication with the Data Processing Department until the payroll program has been completed, to insure that the warrants will be issued for mailing on the scheduled date. Occasionally performs the duties of Claims Specialist II, when necessitated by workload.

CLERK-TYPIST--BENEFIT PAYROLL (Clerk-Typist II)

Maintains and updates payroll and address files concerned with benefit payments for retired members under the provisions of IPERS, IOASI, and Teachers Retirement Allowance Act. Takes action on notices regarding suspension, renewal, and termination of benefits; types form letters, as needed. Assists in semi-monthly batching of applications for refunds based upon deceased members' accounts. On a weekly basis, batches mail requests for benefit projection estimates for Data Processing. Types form memos requesting cancellation of warrants because of death, ineligibility, or incorrect benefit amount, and adjusts individual accounts accordingly. Makes preliminary determination of refunds payable at death on retired members' accounts; types form letters. Acts as receptionist for individuals who visit the department; answers telephone inquiries.

CLAIMS SPECIALIST (Claims Specialist II)

Makes monetary and nonmonetary determinations on applications for IPERS monthly benefits. Performs final review of the application for completeness and acceptability, proofs of employment and age, and the wage record; makes decision regarding vested status and method of calculation permitted, applying the appropriate provisions of the law; computes monthly benefit amount employing various actuarial tables and varying the calculation procedure according to the optional form of benefit chosen. Determines figures to be sent to retired member for Federal income tax reporting. Makes recomputations and adjustments in previously established benefits. Confers with individuals visiting office in regard to their accounts, reviews their accounts with them, answering questions about the law as it applies to their situations; computes and explains estimates of benefits under the various options, and completes applications for them. Answers telephone inquiries. Reviews request for estimates of benefits payable received by mail or telephone; makes some estimates manually, and for those on which estimates can be obtained through a data processing program, codes the requests; spot checks accuracy of data processing output.

CLAIMS SPECIALIST (Claims Specialist II)

Makes final monetary and nonmonetary determination on applications for death benefits. Determines validity of application, ascertaining whether applicant is legally entitled, by virtue of being the designated beneficiary, the legal representative, or the legal heir (claiming with the authorization of the other heirs), as the case may be. Reviews for acceptability proofs of death, appointment of legal representative, and proof of employment. Reviews wage records and computes monthly benefit or lump sum benefit, using actuarial tables and prescribed methods. Confers with individuals visiting the office regarding death benefits; explains provisions of the law; makes and explains estimates of monthly benefits or lump sum benefits payable to survivors; completes applications; also makes such estimates in response to mail inquiries and telephone inquiries. Confers with other individuals visiting office in regard to their accounts; reviews their account with them and answers their questions about the law as it applies to their situations; computes estimates of benefits under the various options and provides explanation; completes applications. Reviews requests for estimates of benefits payable, received by mail or telephone; makes some estimates manually, or, for those on which estimates can be obtained through a data processing program, codes requests; spot checks accuracy of data processing output. Makes monetary and nonmonetary determinations on applications for IPERS monthly benefits (See CLAIM SPECIALIST below) when time permits.

CLAIMS SPECIALIST (Claims Specialist I - Intermittent)

Makes monetary and nonmonetary determinations on applications for IPERS monthly benefits. Performs final review of application for completeness and acceptability, proofs of employment and age, and wage record; makes decision regarding vested status and method of calculation permitted, applying the appropriate provisions of the law; computes monthly benefit amount, employing various actuarial tables and varying the calculation procedure according to the optional form of benefit chosen. Determines figures to be sent to retired member for Federal income tax reporting. Makes recomputations and adjustments in previously established benefits.

CLERK-TYPIST - BENEFITS (Clerk-Typist II)

Makes preliminary review of IPERS death benefit applications, checking for omitted or incomplete items; types form letters; sends acknowledgment cards to applicants. Types data sheets for the key-punching of new retirement benefit applications; types and files index cards. On applications for monthly retirement benefits, posts information to the application from Employer's Tax Statement for retiring employee (information regarding wages in the final quarter, and termination and leave dates). Types weekly Data Processing Department list for key punching final quarters' wage reports for retiring employees. Answers telephone and gives information; escorts visitors from IESC lobby to Retirement Benefits Department; receives other visitors who come to the department. Performs numerical and alphabetical filing. Distributes Word Processing transcription.

LEAD CLERK-TYPIST - BENEFITS (Clerk-Typist II)

Opens, reads, sorts, and distributes incoming mail. Checks correspondence against index files and located previous correspondence or claim. Reviews Designation of Beneficiary forms received, and returns, with appropriate instructions, those needing correction. Types form letters regarding missing or unclaimed warrants; makes arrangements for issuance of duplicate warrants where required; corresponds by form letter with State Appeals Board and individuals concerned regarding recovery on outdated warrants. On inquiries regarding accounts of member who died prior to retirement, checks file for Designation of Beneficiary; if no options can be offered, types form letters and sends forms; if options can be offered, after Claims Specialist makes estimate, types form letters and sends forms. Supervises two Clerk-Typists - Benefits.

CLERK-TYPIST - BENEFITS (Clerk Typist II)

Selects pertinent data from information contained in retirement benefit folders and typed form letters including Certificates of Retirement Allowance, Corrected Certificates, Notices of Recomputation, and income tax information letters. Records amount of accumulated investments concerned with each new retirement benefit application for use in semi-annual report for actuaries. Types envelopes for computer printouts of estimate of benefits and assembles forms for mailing. Types estimates which were manually computed by Claims Specialists and also miscellaneous form letters. Performs alphabetical and numerical filing. Assists Lead Clerk-Typist - Benefits in assigned portions of her work, as time permits.

CLERK-TYPIST - BENEFITS (Community Program Aide II)

Assists Lead Clerk-Typist - Benefits. Checks incoming mail and matches it with file folder or correspondence, checking against alphabetical index for file identification data, where necessary; completes check sheets to assemble information needed by other staff members in answer to inquiries or mail on retirement benefits or death benefits; checks ledgers of individual accounts, records or refund, and records of membership. Types form letters. Fills requisitions for IPERS informational materials. Assists in checking Designation of Beneficiary files; pulls file folders and notes or copies required information. Performs other typing and clerical work as assigned.

* Staffing Pattern

ADMINISTRATIVE SERVICES DIVISION

* Staffing Pattern

Accountant IV	1
Budget Analyst IV	1
Accountant III	1
Accountant II	1
Admin. Officer II	1
Accounting Clerk III	2
Accounting Clerk I	7
Statistical Asst. I	1
Clerk III	3
Clerk-Typist II	1
Clerk-Steno II	1
Secretary I	1
Purchasing Asst.	2

Power Typist Supvr.	1
Power Typist	012
Office Supvr. I	1
Storeman II	1
Storeman I	2
Mail Clerk II	1
Mail Clerk I	2
Binderyman	1
Reproduction Equip. Opr. II	1
Reproduction Equip. Opr. I	2
Receptionist I	01
Community Program Aide II	1
TOTAL	48

Director, Administrative Services -1

Secretary -1

Budgeting and Accounting
Chief, Budgeting and Accounting Dept. -1

Premises Management Architect
(on Contract)

Procurement and Office Services
Supvr. Procurement & Office Services -1

Budget Administration
Budget Analyst II (Proposed)

Payroll
Payroll Officer -1
Accounting Clerk -3
Clerk -1

Fiscal Management
Accountant III -1

Data Control
Statistical Assistant -1

Administrative Accounting
Fiscal Officer -1
Acctg. Clerk III -1
Acctg. Clerk I -4

Procurement
Purch. Asst. -2
Clerk-Steno -1

Property & Office Serv.
Property & Services Officer -1

Word Processing Center
Supvr. Power Typist -1
Lead Power Typist -1
Power Typist 011
Messenger 01

Stock Room
Storeman I -2
Storeman II -1
Clerk-Typist II -1

Mail Room & Collating
Mail Rm. Sup. -1
Mail Clerk I -2
Binderyman -1

Multilith Room
Reproduction Supervisor .1
Reproduction Equip. Opr. -2
Comm. Prog. Aide -1

Microfiche Room
Clerk -1

* Merit Employment Titles

0 1 Vacant
January 1973

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is responsible for financial management of the Iowa Employment Security Commission in accordance with Federal Manpower Administration fiscal standards and budget guidelines with the overall goal of utilizing to the fullest extent possible all monies allocated to the agency.

In addition to its primary area of fiscal and budget management, the Administrative Services Division is responsible for the formulation of administrative policies, premises management, purchase of office supplies and equipment, office services activities, general agency liability insurance coverage, and employee bonding program.

The Budget and Accounting Department coordinates preparation of the agency budget to be submitted to the Manpower Administration; sets up administrative accounting controls including disbursement and recording of accounting transactions; and analyzes budget information to seek and institute ways of affecting greater economy and efficiency of operations; performs payroll, time distribution reporting, and payment for purchases, travel, rent, utilities, and similar functions.

Premises Management involves planning and overseeing construction of new buildings, remodeling, leasing of space, telephone installations, and related functions for E. S. Local Offices, Area Claims Centers, and the Administrative Office building. An Architect on Contract provides professional architectural assistance as consultant to Director, Administrative Services Division, in carrying out these functions.

The Procurement and Office Services Department includes the Procurement, Property Services, and Word Processing Center units. The Procurement Unit is in charge of purchasing supplies, equipment, and services. The Property Services Unit is responsible for receiving, storing, and issuing supplies and equipment; maintaining a property inventory on equipment; and carrying out the moving and transfer of equipment. This unit is also responsible for the mail room, and multilithing, collating, and microfiche services. The Word Processing Center provides a transcription and typing service for all departments in the agency.

ADMINISTRATIVE SERVICES DIVISION

DIRECTOR, ADMINISTRATIVE SERVICES DIVISION (Accountant IV)

Administers, coordinates, and directs, through department supervisors, all activities of the Administrative Services Division. Serves as senior advisor to the Commission,

divisions, and departments on fiscal and budget management responsibilities. Directs action on review of fiscal materials and requests from agency departments including review for conformity for fiscal standards of State - Federal rules and regulations. Actively participates in acquiring and leasing suitable space for field office operations through competitive bidding; obtains proposals from contractors based upon agency building specifications to construct office space; initiates procedures for repairs or improvement in Administrative Office building. Confers with local office landlords on repairs, modifications, improvements, terms, and responsibilities of lease agreement; consults with Architect on Contract; performs other related premises management functions.

SECRETARY TO DIRECTOR, ADMINISTRATIVE SERVICES DIVISION (Secretary I)

Performs varied secretarial duties for Director, Administrative Services Division. Answers telephone, schedules appointments, and gives information; sorts incoming mail and distributes, answers routine correspondence; prepares more complex communication following instructions of Director. Checks suspense (tickler) file daily and follows up by correspondence and other methods. Composes manual changes; types and prepares for duplication and distribution. Types annual agency budget request, supplemental budget request, requests for travel authorization, and various monthly, quarterly and annual reports. Takes some dictation and transcribes. Schedules meetings and prepares required material for meetings. Compiles data for leasing, fiscal and accounting reports, and janitorial contracts.

BUDGETING AND ACCOUNTING DEPARTMENT

CHIEF, BUDGETING AND ACCOUNTING DEPARTMENT (Budget Analyst IV)

Coordinates data for annual and supplemental budget request; prepares for submittal; negotiates with Regional Office for approval. Develops budget procedures, forms, and regulations for Cost Center managers and negotiates allocation of funds. Coordinates input from Plan of Service and budget information for automated cost accounting and Plan of Service Automated Reporting System. Supervises preparation of financial status reports and reviews Cost Center financial status and performance. Directs agency approved cost accounting activities including formulation and approval of accounting rules, standards, and policies; trains Cost Center managers in accounting procedures and use of financial management reports. Directs maintenance of Plans of Service Automated Reporting System (POSARS). Supervises accounting department staff.

BUDGET ADMINISTRATION

BUDGET ANALYST II (Budget Analyst II - Proposed)

Gives technical assistance to division and department heads in preparation of budget requests. Analyzes budget requests and modifies when necessary to conform to funding source instructions. Assists Chief, Budgeting and Accounting Department, in preparation of agency-wide budget requests. Maintains planning section of Cost Accounting System. Assists Cost Center managers and Chief, Budgeting and Accounting Department, resolve variances between planned and actual Cost Center financial positions. Devises and maintains obligation controls to monitor agency's financial position so as to detect any potential shortages. Develops reports and visual aids for presenting agency's financial status to division and department heads and to the Commission.

PAYROLL

PAYROLL OFFICER (Accounting Clerk III)

Supervises two Accounting Clerk I's and one Clerk III in the maintenance of individual employee records including salary, payroll deductions, vacation and sick leave or leave without pay and administrative leave; preparation of agency payrolls for entry into Data Processing; reconciliation of payroll before submitting to State Centralized Payroll for warrants; and distribution of warrants (pay checks) either in person or by mail. Prepares data for Time and Cost reports covering payroll transactions; reconciles hospital and life insurance billings. Prepares U. S. Savings Bond reports and reports for Unemployment Insurance, Social Security (FICA), Iowa Public Employee's Retirement System (IPERS) and Federal and State income tax withholding. Answers telephone or mail inquiries on payroll, leave, insurance, and related. Prepares and distributes letters and memorandums concerning health and life insurance programs. Maintains payroll control ledgers.

ACCOUNTING CLERK -- PAYROLL (Accounting Clerk I)

Prepares and sends to Data Processing all payroll changes reported from Personnel Department and any new employee deductions. Prepares normal (base salary minus voluntary and required deductions) payroll for Administrative Office (Payroll -- Part I); assists in preparation of normal payroll for E.S. Local Offices and Area Claims Centers payroll (Payroll -- Part II); and makes necessary changes in hourly payroll. Reconciles total for data processing printout. Notifies Data Processing of changes in payroll deductions. Answers inquiries of employees regarding sick, annual, overtime leave, or voluntary deductions. Prepares Time and Cost reports on appointments, changes, and terminations. Assist in distribution of warrants (paychecks).

ACCOUNTING CLERK -- PAYROLL (Accounting Clerk I)

Assists in posting normal (base minus voluntary and required deductions) individual salary amounts for employees in E.S. Local Offices and Area Claims Centers (Payroll -- Part II). Computes individual deductions for leave without pay or abnormal attendance, such as starting or leaving within a pay period, and final pay amount; compares with printouts from Data Processing. Posts attendance records. Files leave slips, attendance reports, and journal sheets. Assists in proofreading and checking payroll records. Prepares listing of new employees or name changes for IPERS.

CLERK -- PAYROLL (Clerk III)

Posts amount of annual leave and sick leave requests to individual records; files requests for leave. Posts information from computer payroll printout to payroll cards; totals amount posted to verify accuracy. Prepares Part III (WIN) payroll. Assists in checking posting of compensable time and hospital and life insurance billing; files journals; mails approved leave requests.

FISCAL MANAGEMENT

ACCOUNTANT (Accountant III)

Supervises the maintenance of agency accounting systems, the audit and accounting of all administrative funds, and majority of training and allowance payments. Prepares agency financial statement for Manpower Administration. Answers inquiries from Regional Office, agency departments, E. S. Local Offices and Area Claims Centers concerning accounting records. Coordinates agency accounting procedures with Data Processing Department to meet agency needs and Federal requirements. Develops new accounting procedures. Maintains personnel time distribution reporting system and reports. Directly supervises Fiscal Officer and Statistical Officer I in maintenance of accounting records, disbursement of funds, and coordination with Data Processing.

STATISTICAL ASSISTANT (Statistical Assistant I)

Prepares accounting data for entry into the Cost Accounting System and routes to keypunch. Responsible for seeing that all required information and forms have been forwarded, processed, and returned to department. Prepares some closing entries for general ledger. Prepares balancing sheets to balance all accounts and ledgers. Checks IESC -303 Monthly Time Reports, makes corrections, and routes to keypunch. Checks and/or adjusts all property listings to be entered into the Property System.

FISCAL OFFICER (Accountant II)

Supervises Accounting Clerk III in the checking of vouchers and purchase orders in preparation for payment, preparation of accounting system input for Data Processing, and forwarding of approved vouchers to State Comptroller's Office for payment. Distributes or mails returned warrants. Prepares and maintains closing entries on all financial records, cash balances, ordering of money, processing personal services, personnel benefits, benefit and allowance payrolls, and all contractual agreements.

ACCOUNTING CLERK (Accounting Clerk III)

Supervises four Accounting Clerk I's in checking vouchers and preparation of transaction input sheets. Routes processed vouchers to Fiscal Officer, Budget and Accounting, for forwarding to State Comptroller's Office for payment. If cost incurred in prior year, posts data from transaction input sheet to Resources-On-Order cards. Routes input transactions sheet to Statistical Assistant. Checks all incoming vouchers or purchase orders for prior fiscal year encumbrance; records proper accounting code on purchase orders. Posts new prior fiscal year encumbrances including new maintenance and rental contracts (or new WIN or JOP contracts) to Resource-On-Order cards; each month totals all unpaid accounts. Makes closing entries by fund ledger and accounts; prepares one line entry of totals and routes to Statistical Assistant.

ACCOUNTING CLERK (Accounting Clerk I)

Pre-audits vouchers and purchase orders in preparation for payment. Checks telephone and utility bills, invoices, and travel expense sheets. Each month prepares Executive Council billing and vouchers for rent and janitor services; prepares WIN vouchers when WIN contract received. Codes to proper Cost Center, activity code(s) and project code; posts amount plus code(s) to transaction input sheet.

PROCUREMENT AND OFFICE SERVICES DEPARTMENT

SUPERVISOR, PROCUREMENT AND OFFICE SERVICES (Administrative Officer II)

Coordinates office services and procurement activities of the agency. Supervises through unit supervisors, all office service functions including property inventory maintenance and activities of the purchasing, supply, mail room, multilith, collating, microfiche and Word Processing areas. Prepares bid specifications, purchase orders, and vouchers for the purchase of supplies, equipment, and service from various vendors; contacts salesmen, visits various office supply firms and reviews specifications and supply catalogs or manuals; attends or holds bid openings; reviews bid quotations to determine the lowest acceptable bid.

PURCHASING ASSISTANT (Purchasing Assistant)

Types supply requisitions for forms (including data processing cards) in short supply; contacts appropriate division or department for approval for order; refers form to Methods and Planning Department if revision needed; types purchase order, attaches sample, and forwards to State Printing Division. Types purchase orders for office supplies, janitor supplies, and related items, and forwards to Department of General Services Supply. Follows up to see that supplies arrive on time, especially where high usage forms and cards. Checks receiving sheets against purchase order; reconciles any differences; routes to other Purchasing Assistant for payment processing. Posts State Printing Division and Department of General Services billings. Contacts machine repair service for servicing of office machines.

PURCHASING ASSISTANT (Purchasing Assistant)

Types purchase orders from requisitions received from E. S. Local Offices, Area Claims Centers, and divisions or departments; routes to Department of General Services for approval. If approved, orders by telephone or correspondence the requested items, including supplies, equipment, rentals, services, or fees; follows up on orders. When order received, notifies division or department of arrival. Pre-audits invoices and routes to Fiscal Officer for payment. Maintains file on purchase orders.

CLERK-STENO -- PURCHASING (Clerk-Steno II)

Posts supplies requisitioned by E. S. Local Offices, and Area Claims Centers, and Administrative Office. Files requisition requests. Reviews current inventory of supplies for need to replenish; orders additional supplies or routes list of items to Purchasing Assistant. Types equipment requisitions and travel vouchers; follows up on purchase orders and out-of-agency bids. Takes some dictation and transcribes. Checks local office car reports. Prepares car reports for two Administrative Office cards; routes to State Car Dispatcher's office. Each month totals number of forms and supply requestions from stock room during previous month and posts to inventory cards.

PROPERTY AND SERVICES OFFICER (Office Supervisor I)

Maintains equipment inventory for E. S. Local Offices, Area Claims Centers, and Administrative Office building. Enters new equipment on inventory list, assigns inventory number, tags equipment; records transfer or removal from listing through Commission approved sale of obsolete material or trade-in. Initiates and follows through on repaired equipment. Supervises stock room, mail room, multilithing, collating, and microfiche employees.

STOREMAN (Storeman II)

Supervises Storeman I's and participates in the receiving and storing of equipment and supplies, filling of requisitions, keeping warehouse areas in order, and maintaining adequate supplies for requisition. Drives panel truck and State car for pick up and delivery in Des Moines area; when necessary drives panel truck to and from other E. S. Local Offices or Area Claims Centers to deliver, pick up, or transfer equipment.

STOREMAN (Storeman I)

Receives agency equipment and supplies; stores or delivers to designated area in building. Fills requisitions for E. S. Local Offices and Area Claims Centers. Drives State truck and State car to pick up or deliver documents or packages in Des Moines area; when necessary drives panel truck to and from other E. S. Local Offices or Area Claims Centers to deliver, pick up, or transfer equipment. Assists in mail, collating, or multilith rooms during heavy work loads.

CLERK -- SUPPLY (Clerk-Typist II)

Fills supply requisitions for Administrative Office departments. Posts tag number and cost of transferred equipment to equipment inventory balance sheet of Cost Centers involved. Answers telephone inquiries on supplies or equipment or refers such inquiries to proper individuals. Types memorandums and reports for Property and Services Officer. Keeps attendance record on employees of mail room, collating, multilithing, and stockroom.

MAIL ROOM SUPERVISOR (Mail Clerk II)

Supervises Mail Clerk I's and participates in all mail room activities. Maintains even flow of work between mail room and collating room. In charge of collating room in absence of Binderyman.

MAIL CLERK (Mail Clerk I)

Sorts incoming mail from Post Office into mail bins; sorts outgoing agency letters, memorandums, or similar items in proper mail bins for Administrative Office departments, E. S. Local Offices, or Area Claims Centers following schedule listed in "Multilith and Mail Room Distribution Index." Prepares forms for registered and certified mail.

Operates collator or hand collates various items. Tends Mail Inserter and Seal-Meter machines. Attaches pre-addressed mailing labels by hand to manila envelopes for mailing. Hand packages small mailings. Operates burster to separate IBM printouts for mailing. Assists in collating room; operates collators, burster, punch, and folders.

BINDERYMAN (Binderyman)

Sets up, adjusts, and operates thirty page A. B. Dick Collator and Stitcher to assemble, staple, and jog sheets of printed material; a twenty-page A. B. Dick Collator, Stitcher and Folder; a twelve-page Collator-Gathermatic; two A. B. Dick 58 series Folders; and an automatic plastic binder machine for punching holes in books. Also uses hand puncher; a saddle stitcher for collating, folding, and stitching by hand; an electric stapler; and bursting machine to burst IBM forms. Makes minor repairs to collators and bursting machines. Sorts mail in Mail Room; operates Inserter and Seal-Meter machine.

REPRODUCTION SUPERVISOR (Reproduction Equipment Operator II)

Operates 350 A. B. Dick, 360 Tandem Multilith machines, Copy Center, electric cutter, and Photo-Mat. Supervises Reproduction Equipment Operator I's; schedules and assigns printing jobs. Follows up to see that printing can be accomplished on schedule; if delays, notifies appropriate department or employee. Orders special supplies when needed. Prints Methods and Planning copy sheets to produce COPY READY forms that can be reprinted either within agency or outside the agency; copy must be exact, perfectly aligned, and ready for metal plate or Photo-Mat. Also prints forms on carbonless paper which requires special procedures in handling. Performs padding for numerous agency forms.

REPRODUCTION EQUIPMENT OPERATOR (Reproduction Equipment Operator I)

Operates Copier, 2650 Off-set Press, Copy Center, and Sorter. Main portion of daily work involves a one-day duplicating service with priority given to Commission decisions, court cases, appeals, agenda, pronouncements, and clearance orders. Operates electric cutter and performs some padding. Orders supplies for 350 and 360 A. B. Dick and Multilith Copy Center Offset equipment.

REPRODUCTION EQUIPMENT OPERATOR (Reproduction Equipment Operator I)

Sets up, adjusts, and operates A. B. Dick 360 Tandem Multilith machine to print booklets, flyers, and pamphlets usually two color (type register) and two sided. Main portion of work is for Information Services Department. Uses photo-mats and metal plates on varied weights of paper; also printing of agency letterheads and stockroom forms. Schedules work to meet deadlines. Operates 350 A. B. Dick Copy Center in absence of co-workers(s). Performs some cutting and padding. Orders supplies.

REPRODUCTION EQUIPMENT OPERATOR (Community Program Aide II)

Operates, cleans, and performs minor adjustments on the 2000 series Copy Center machine with 100 bin sorter, copy machine, and converter. Assists in setting up and operating 360 Tandem machine; cleans machine and makes minor adjustments. Operates and adjusts 350 A. B. Dick including tight and loose base and with roll converter attached. Pads forms; uses electric cutter. Loads and cleans photo-mat. Operates 12 and 30 page collator. Sets up and operates stitcher and side jogger. Sets up and adjusts folders and bursting machines; some punching and caning. Inserts brads in books or booklets; staples using electric stapler. Performs some saddle stitching by hand. Operates Seal-Meter machine in mail room. Sorts mail into bins; helps prepare outgoing mail.

MICROFILM TECHNICIAN (Clerk III)

Maintains agency microfilm library and prepares microfiche for local office Job Bank activities; supervises two Senior Citizen program employees and participates in the work; schedules workload and determines priorities. Confers with department heads and personnel in setting up programs of library input and research and Job Bank microfiche activities. Films agency documents using Recordak microfilm machine; indexes filmed documents and files to facilitate retrieval; searches files for requested information, viewing film on Magnaprint Recorder, and records data or develops photocopy; routes to requesting department. Operates MTC Microfilm machine to develop microfiche copies of Job Bank or other agency materials; operates OP-40 Kleer Vu machine to make duplicate copies of microfiche. Prepares all Job Bank distribution envelopes and schedules. Trains new staff and evening shift Job Bank microfiche personnel (SEE DATA PROCESSING DEPARTMENT). Cleans machines and orders supplies including required chemicals.

WORD PROCESSING CENTER

WORD PROCESSING SUPERVISOR (Power Typist Supervisor)

Supervises Power Typists in transcription of dictated materials and final proofreading, and one Messenger in the pick-up and delivery of materials to and from the Center and Administrative Office departments. Acts as a liaison between Word Processing Center and originators of transcribed materials. Assigns priority to transcription. Trains agency dictators in use of dictating equipment and procedures; works with individual dictators to overcome problem areas in dictating. Maintain current list of agency dictators. Sets up standardized methods and procedures for operations of center; develops logging request sheets and similar forms. Maintains log on all productions. Requisitions supplies. Trains Center staff.

LEAD POWER TYPIST (Power Typist I)

See POWER TYPIST. Performs duties of Word Processing Supervisor in her absence.

POWER TYPIST (Power Typist I)

Transcribes letters, memorandums, reports, studies, agreements, contracts, charts, and legal documents using IBM Magnetic Tape Selectric Typewriter. Operates Word Processing Center transcribing unit to print out dictation on magnetic tape composing equipment. Maintains log of information recorded on tape for location and retention. Maintains own production record.

MESSENGER (Receptionist I)

Makes six daily scheduled runs to pick up and deliver correspondence to and from departments and units within IESC Administrative Office building and Word Processing Center. Sorts correspondence by department. Acts as receptionist in main lobby of IESC Administrative Office building; greets visitors, determines reason for visit; makes telephone call to department or individual to inform of visitor. Answers incoming telephone calls; provides non-technical information to general public. Organizes agency telephone directory. Verifies monthly long distance telephone bills. Performs typing assignments for various departments or units.

APPENDIX

TAX FUNCTIONS DEPARTMENT

Tax Functions Administrator	1
Assistant Tax Functions Administrator	1
Employer Liability Auditor III	1
Employer Liability Auditor I	3
Employer Liability Collection Officer	2
Accounting Clerk I	7
Clerk IV	1
Clerk III	8
Clerk II	14
Clerk-Typist III	5
Clerk-Typist II	5
Secretary I	1

TOTAL 49

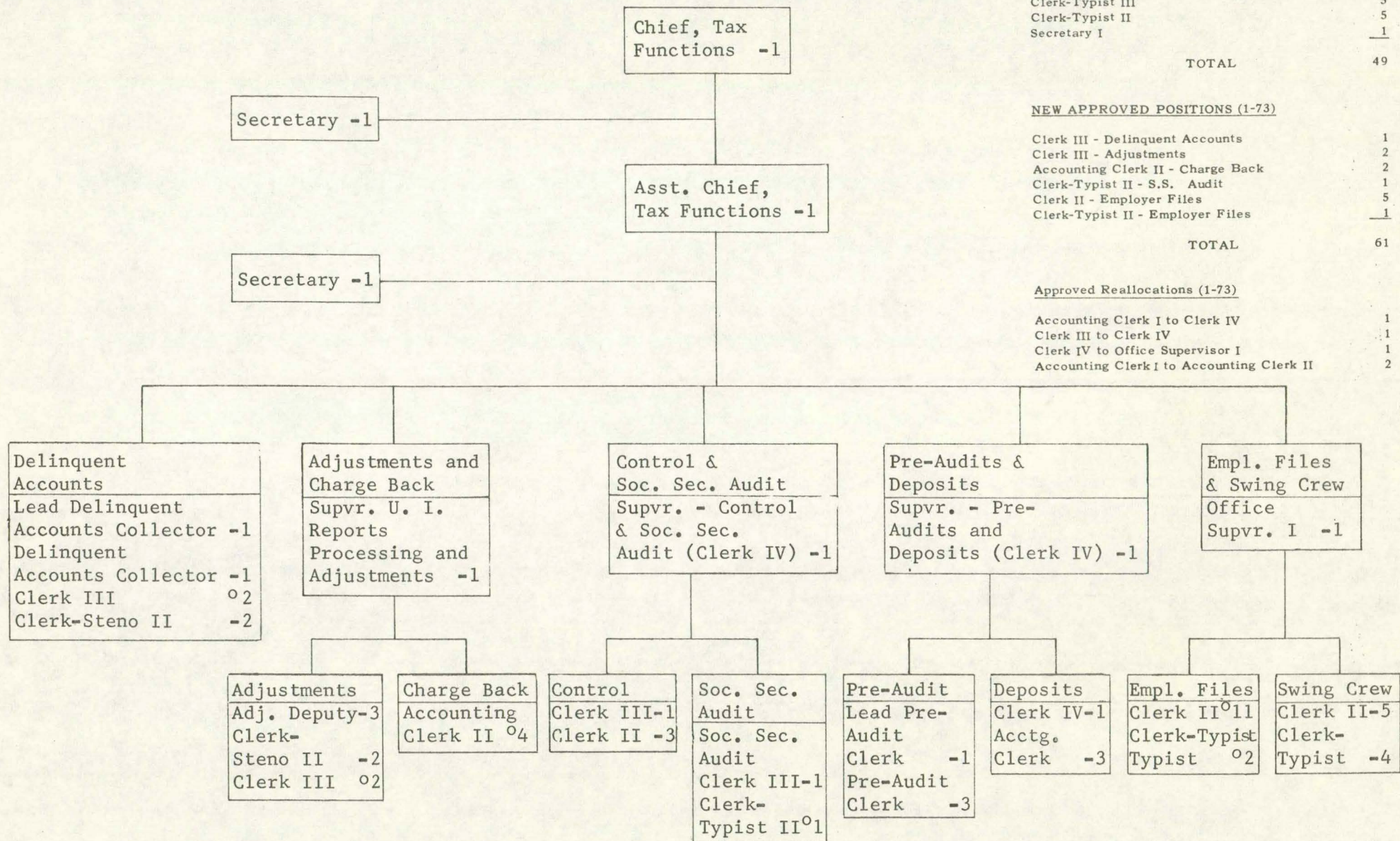
NEW APPROVED POSITIONS (1-73)

Clerk III - Delinquent Accounts	1
Clerk III - Adjustments	2
Accounting Clerk II - Charge Back	2
Clerk-Typist II - S.S. Audit	1
Clerk II - Employer Files	5
Clerk-Typist II - Employer Files	1

TOTAL 61

Approved Reallocations (1-73)

Accounting Clerk I to Clerk IV	1
Clerk III to Clerk IV	1
Clerk IV to Office Supervisor I	1
Accounting Clerk I to Accounting Clerk II	2



o Vacancy

* Merit Employment Titles

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