

POSITION DESCRIPTION  
UNEMPLOYMENT INSURANCE PROGRAM SPECIALIST

I. INTRODUCTION

The incumbent of this position is a senior staff specialist for the Revenue Quality Control Task Force. The purpose of the position is to serve as senior program expert/team leader with responsibility for developing directives articulating policy on quality control based on technical materials; preparing regulations establishing quality control requirements; developing procedural documents to be used in the implementation of quality control initiatives with assistance from statisticians and other technical specialists; developing administrative models for specifically identified functions; and preparation of training materials for use by other quality control staff, Regional staff, and State agency staff. The activities encompassed by this position are designed to ensure that program direction is drafted, cleared and finalized for implementation of the quality control program; materials are maintained and revised; and rules, policies and procedures are fully consistent with legislation and defensible.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES

Serves as senior staff specialist in the Revenue Quality Control program development; in the design, development and eventual implementation of pilot programs that evaluate and analyze current UI tax operations.

Serves as a senior staff specialist with responsibility for developing quality control methods and procedures for a nationwide program which serves as the basis for operating the entire quality control effort.

Prepares proposed rules which are cleared within the Employment and Training Administration, the Department of Labor and outside with officials from the Office of Management and Budget and State officials.

Creates, maintains and revises operating manuals that form the relevant quality control direction as required.

Prepares training packages to solve special problems; to provide information to be presented in seminars, forums or national meetings; to communicate basic program direction; to demonstrate improved techniques for performing tasks; and to share information that provides efficient and effective means of achieving quality control within the Unemployment Insurance program. Identifies good management and organization practice in assigned areas based on findings of Regional oversight and monitoring staff and prepares case studies for distribution to the quality control system.

Conducts onsite reviews in cognizant area of expertise as assigned and provides guidance to

other staff engaged in monitoring activities, i.e., desk reviews or analysis of materials and data that provides the basis for such reviews.

### III. GUIDANCE RECEIVED OR GIVEN

The incumbent is a senior staff specialist of the Revenue Quality Control Task Force and as such operates under the general direction and guidance of the Task Force leader on broad program aims, question of policy, and specific program objectives. Within this framework, the incumbent is delegated responsibility and authority to exercise independent judgment. The incumbent is expected to take the lead in the development and achievement of major objectives in the assigned areas of responsibilities and make commitments which are consistent with program objectives and policies. The incumbent may give assignments to other team members and review their work for consistency and accuracy.

### IV. OTHER SIGNIFICANT FACTS

The incumbent of this position must develop a working knowledge of current Federal and State UI tax operations, including: status, determinations, accounting, collections, field audit, experience rating and UI Trust Fund Management; have an overall knowledge of operation of the Unemployment Insurance program; be able to offer operational suggestions in the development of materials for implementation and operation of the quality control effort and the Unemployment Insurance program; have skill in writing technical documents and translating policy into program requirements; and ability to interpret National Office direction encompassing technical quality control rules, policies and procedures.

United States Office of Personnel Management

#### FED FACTS

The Intergovernmental Mobility Program

18

The Intergovernmental Mobility Program (IPA) is a program whereby Federal, State and local governments can share personnel resources and thereby improve their service to the public. Under the IPA, employees may be assigned to and from Federal agencies, State, local, and Indian tribal governments, colleges and universities, and certain other organizations, for up to two years. "Mobility assignees" work on priority projects, solve problems involving different levels of government, and build intergovernmental understanding.

Which Organizations Can Participate On the Federal side:

Departments and agencies of the Federal Government

On the non-Federal side:

State and local governments

The District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, U.S. Virgin Islands and the Trust Territories of the Pacific

National, regional, statewide, areawide, or metropolitan organizations representing member State or local governments

Associations of State or local officials

Non-profit organizations which offer professional, advisory, research, educational or developmental services to governments or universities concerned with public management

Public or private U.S. four-year colleges or universities, technical or junior colleges  
Indian tribal governments and tribal organizations.

Which Employees Can Participate

On the Federal side:

Employees in the Federal career service

On the non-Federal side:

Individuals employed for at least 90 days in a career position with a State, local, or Indian tribal government, institution of higher education, or other eligible organization.

Purposes of an Assignment

Assignments are made for work of mutual concern and benefit to the participating governments and institutions.

A mobility assignment can be made to:

Share scarce expertise

Provide operating experience in a counterpart organization

Provide general developmental experience for the assignee

Improve management of programs and make more effective use of available resources

Strengthen intergovernmental understanding

Transfer new technology or encourage the use of research findings.

The overriding factors taken into account when mobility assignments are approved are the benefits to the participating organizations and the impact on the effective delivery of public services.

### How Assignments Are Arranged

The head of each Federal agency has the authority to enter into mobility agreements with eligible non-Federal organizations. The employee, of course, must agree to the assignment.

Once the three parties (the Federal agency, the non-Federal organization, and the employee) have agreed, the terms and conditions for the assignment are documented by a written agreement. The written agreement documents the conditions of the assignment and provides a record of the rights and responsibilities of the parties involved. Copies of all agreements are forwarded to the Office of Personnel Management's Faculty Fellows and Personnel Mobility Programs Division.

### Employee Indications of Interest

Mobility assignments are initiated and controlled by agency management. If you are a Federal employee interested in a mobility assignment, you should inform the appropriate program and personnel officials in your agency, bringing to their attention any specific needs that another jurisdiction might have in which you are qualified to work.

Agency officials evaluate assignment proposals on the basis of the mutual benefits to the participating organizations. An employee's personal goals and interests cannot be the basis for arranging a mobility assignment.

### Status of a Participant in the Mobility Program

A mobility assignee remains an employee of his or her original employer and thus is covered by that organization's personnel procedures. However, an assignee may also be subject to certain personnel provisions of the temporary employer. Employees of both Federal agencies and State and local jurisdictions may be assigned on either a "detail" or a "leave-without-pay" basis.

### Federal Employee Rights, Benefits, and Responsibilities

If you are a Federal employee and you accept a mobility assignment, you are guaranteed that your basic job rights and benefits will be protected and preserved while on the assignment.

This means you will continue receiving your current level of pay as well as in-grade increases, fringe benefits (such as retirement, health and life insurance), and both annual and sick leave. At the end of the assignment your agency must return you either to the position you held before the mobility assignment or to a position of like grade and pay. You are eligible to be considered for all promotions while on assignment.

You are expected to return to your original employer upon completing the assignment. The mobility program is not intended to help you change jobs.

A Federal employee assigned under the IPA must agree as a condition of accepting an

assignment to serve with the Federal Government upon the completion of the assignment for a period equal to the length of the assignment.

Many State and local governments have enacted legislation comparable to the IPA, protecting employee rights and benefits.

All assignees are covered by Federal conflict of interest statutes, other legal provisions affecting standards of conduct, and by the Federal Hatch Act limiting political activity.

### Travel and Transportation Expenses

A Federal agency may, at its discretion, pay or reimburse an assignee for certain travel and relocation expenses.

Agencies can pay for either relocation expenses to and from the assignment location or a per diem allowance of the assignment location during the assignment, but not both.

If you go on a mobility assignment and choose relocation expenses, you can be reimbursed for: (1) transporting your immediate family, household goods, and personal effects to and from the assignment location; (2) per diem allowances for your immediate family en route to and from the assignment location; and (3) subsistence for you and your immediate family while occupying temporary quarters at the assignment location and on return to your previous post of duty. You are not entitled to be reimbursed for the costs involved in buying or selling a home.

A per diem allowance for the duration of the assignment, however, would cover only you--not members of your family. Expenses that may be paid to you include: (1) travel to and from the assignment location; (2) a per diem allowance at the assignment location during the assignment; (3) certain miscellaneous moving expenses; and (4) travel, including a per diem allowance, while traveling on official business away from the designated post of duty during the assignment. Travel, relocation, and per diem expenses will be paid only if you indicate on the written agreement that you will serve the entire period of the assignment or one year, whichever is shorter.

### Costs of the Assignment

Salary and travel costs of an employee on assignment may be shared by the Federal and non-Federal organization, or be paid entirely by one. This is subject to agreement between the two organizations. In general, an organization's share of the costs should correspond to the degree to which its interests are being met by the assignment.

Regardless of the cost-sharing arrangements, you, the employee, are guaranteed your current salary level, as well as any future pay increases that become effective during the assignment.

### Examples of Positions Filled Through the Mobility Program

Assignees fill a wide variety of positions. The only positions that cannot be filled through the mobility program are those of elected officials.

Examples of recent assignments include:

Employee Development Specialist

Wildlife Biologist

Soil Scientist

Management Information Systems Analyst

Correctional Program Specialist

Policy Planner

Architect

Research Pharmacologist

Agricultural Economist

Nuclear Technology Advisor

Equal Opportunity Specialist

Rural Development and Planning Assistant

Federal Liaison Officer

Personnel Director

Policy Advisor on Urban Affairs

Length of Assignment and Termination

A key feature of the mobility program is its flexibility. A mobility assignment may last from a few weeks to two years, depending on the needs of the organization involved: most assignments last about a year. Under special circumstances, an assignment may be extended for up to two more years. Assignments may also be part-time, for example, 20 hours per week; or intermittent, such as one week per month for six months.

An assignment may be terminated at any time at the option of either agency. Normally, this occurs when a project is completed ahead of schedule or if the desired results are not being achieved.

## For More Information

Information about the specific provisions of a mobility assignment and pertinent agency policies can be obtained from the IPA mobility program coordinator, generally located in each agency's personnel office. General information on program activities and policies can be obtained from:

Office of Personnel Management  
Workforce Effectiveness and Development Group  
Faculty Fellows and Personnel Mobility Programs  
1900 E Street, N.W.  
Washington, D.C. 20415

### FED FACTS Pamphlets

FED FACTS 1	The Incentive Awards Program
FED FACTS 2	Political Activity of Federal Employees
FED FACTS 3	The Civil Service Retirement System
FED FACTS 4	Financial Protection for Federal Employees
FED FACTS 5	The Federal Merit Promotion Policy
FED FACTS 6	Serving the Public: The Extra Step
FED FACTS 7	The Federal Wage System
FED FACTS 8	Meeting Your Financial Obligations
FED FACTS 9	Maternity Benefits for Federal Employees
FED FACTS 10	August 1982
FED FACTS 11	Actions for Unacceptable Performance and Adverse Actions
FED FACTS 12	The Displaced Employee Program
FED FACTS 13	Reductions in Force in Federal Agencies
FED FACTS 14	Reemployment (Restoration) Rights of Federal Employees Who Perform Duty in the Armed Services
FED FACTS 15	Federal Labor Relations
FED FACTS 16	Pay Under the General Schedule
FED FACTS 17	The Cost of Living Allowance for Federal Employees
FED FACTS 18	The Intergovernmental Mobility Program
FED FACTS 19	How Your GS Job is Classified and the Classification Appeals System
FED FACTS 20	Merit System Principles and Prohibited Personnel Practices
FED FACTS 21	Performance Appraisal
FED FACTS 22	Reduction in Force Benefits Guide
FED FACTS 23	Severance Pay