

EMPLOYMENT AND TRAINING ADMINISTRATION

ORGANIZATION NAME

Office of Workforce Security

ORGANIZATION LOCATION

Reports to the Assistant Secretary of ETA through the Deputy Assistant Secretary of Workforce System

MISSION

To contribute to:

Implementing a national workforce system that provides workers with the information, advice, job search assistance, income maintenance, and training they need to get and keep good jobs and provides employers with skilled workers;

Managing strategically in order to ensure high performance, greater public accountability, service quality, and customer satisfaction; and

Working collaboratively with partners and stakeholders in business, labor and state and local governments

by:

Providing national leadership, oversight, policy guidance, and technical assistance to the federal-state unemployment compensation.

FUNCTIONS

- (1) Advises the Assistant Secretary for Employment and Training and other departmental executives in matters of policy, program operation, performance, and legislation.
- (2) Interprets federal legislative requirements for state unemployment compensation with the Office of the Solicitor of Labor; guides and assists states in adopting laws, regulations and policies that conform with and support federal law.
- (3) Reviews state unemployment compensation laws and practices for conformity and compliance with federal requirements; oversees negotiations and resolution of questions of nonconformity and noncompliance; develops and recommends positions to the Secretary of Labor; and provides support for UI conformity/compliance hearing and court cases.
- (4) Formulates and recommends national policies and federal legislation; guides research to support policy formulation in cooperation with the Office of

Congressional and Intergovernmental Affairs and the Office of Policy Development, Evaluation and Research. Provides technical assistance to Congress and other policymakers outside the department.

- (5) Collects and analyzes a wide range of statistical data on the operation of state UI programs. Collects and releases data to the public each week on the number of unemployment claims filed; provides UI data to the Chairman of the Federal Reserve Board prior to their public release; safeguards these data until they may be made public.
- (6) Forecasts unemployment insurance workloads based on official economic assumptions and formulates budget requests for state UI agencies; allocates appropriated funds among states based on appropriate formulae and methods; plans and manages special funding projects to the states; regularly monitors expenditures.
- (7) Assists states in using statistical/economic models to determine appropriate levels of reserves in their state unemployment trust fund accounts and options for achieving those levels.
- (8) Manages a national program to assess the performance of state unemployment insurance programs and encourage continuous improvement; sets performance standards and minimum acceptable performance levels. Monitors performance and pursues corrective action plans when needed, and works within DOL to link with strategies and annual plans under GPRA.
- (9) Provides technical assistance and training to state agencies and facilitates the exchange of best practices among states.
- (10) Facilitates the payment of benefits to workers on an interstate basis (IB) and regulates the payment of benefits to those who have worked in more than one state (CWC). Oversees UI's responsibilities under the Trade Act or other special benefit programs. Works with FEMA and others closely on DUA. Manages other federal programs through the states for ex-service personnel (UCX) and federal civilian workers (UCFE). Manages the Federal Employees Compensation Account (FECA) in the UTF including billing liable federal and military agencies.
- (11) Supports state agencies in using information technology to improve efficiency and provide better service to customers; provides leadership and operation for information technology systems used for reporting and communications of UI data among states, regional offices and the national office.
- (12) Maintains good relationships and open communication with other federal agencies and advisory bodies, congressional staff, groups representing state officials, business interests, workers, and the academic community.