

Washington State Department of Personnel  
Class Specification

**OASI SUPERVISOR**

163R

Abolished 2/10/2012, effective May 11, 2012

**Definition:**

Under the direction of the OASI Deputy Administrator, supervises and directs the legal process required of local government to accomplish social security coverage; serves as technical advisor for this activity to local government.

**Typical Work:**

Supervises and directs the legal process required of local government to accomplish social security coverage;

Responds to first inquiry from branches of state or local government regarding the steps necessary to have their employees included in social security coverage; provides correct and specific information regarding Section 218 of the Social Security agreement with the Federal Government;

Guides responsible officials through the referendum process and makes certain that all necessary legal documents have been received by the Department; maintains a desk file control of all status matters undergoing processing;

Prepares and submits completed legal documents to the OASI Deputy Administrator for transmittal of modifications and terminations of coverage to the Social Security Administration;

Reviews new accounts for initial reports, taking into account such matters as the effective date of coverage, due date of reports, etc., and helps to resolve such problems as improper reporting to the Internal Revenue Service;

Acquires documentary evidence of dissolution or other governing board actions from the entity itself, county records, or Superior Court Records when social security is terminated; prepares the proper legal forms to be transmitted to the Social Security Administration in order to legally and properly remove the terminated entity from the Federal-State contract;

Explains to public officials and gives details on the nature of social security coverage in public employment and how an entity can be included in the state's agreement with the federal government;

Maintains a contact with the Internal Revenue Service in Ogden, Utah, for the mutual benefit of the state and federal government in making status determinations, employer identification, and legal composition of private and public employer organizations;

Requests the assistance of the Department's Assistant Attorney General in the event that a status problem requires a legal opinion; takes active part in the presentation and discussion of the problem and contributes to its solution;

Supervises, assigns, and reviews audit reports from field auditor; analyzes and resolves difficult status problems;

Performs the more difficult and detailed audits of books and records of reporting state and local governmental agencies to determine accuracy and adequacy of records and social security reports;

Performs other duties as required.

**Knowledge and Abilities:**

Knowledge of: theory and practices of accounting and auditing; Departmental operations and state and federal laws and regulations which apply to social security coverage in public employment; supervisory techniques.

Ability to: express complex subject matter orally and in writing; work effectively with staff and local government officials; analyze and evaluate request for coverage and recommended alteration or modification; perform complex audits as well as review audits completed by staff.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

A Bachelor's degree involving major study in business administration or allied field.

AND

Three years of fiscal experience which includes one year of experience either in supervision or in OASI account auditing.

A Certified Public Accountant certificate may be substituted for one year of the general experience.

Additional qualifying experience may be substituted, on a year for year basis, for education.

**Class Specification History:**

New class: 10-12-73

Revised minimum qualifications: 2-15-74

Revised minimum qualifications: 3-11-94

New class code: (formerly 30600) effective July 1, 2007

Abolished; adopted 2/9/2012, effective 2/10/2012.