

STATE OF ALABAMA DEPARTMENT OF LABOR

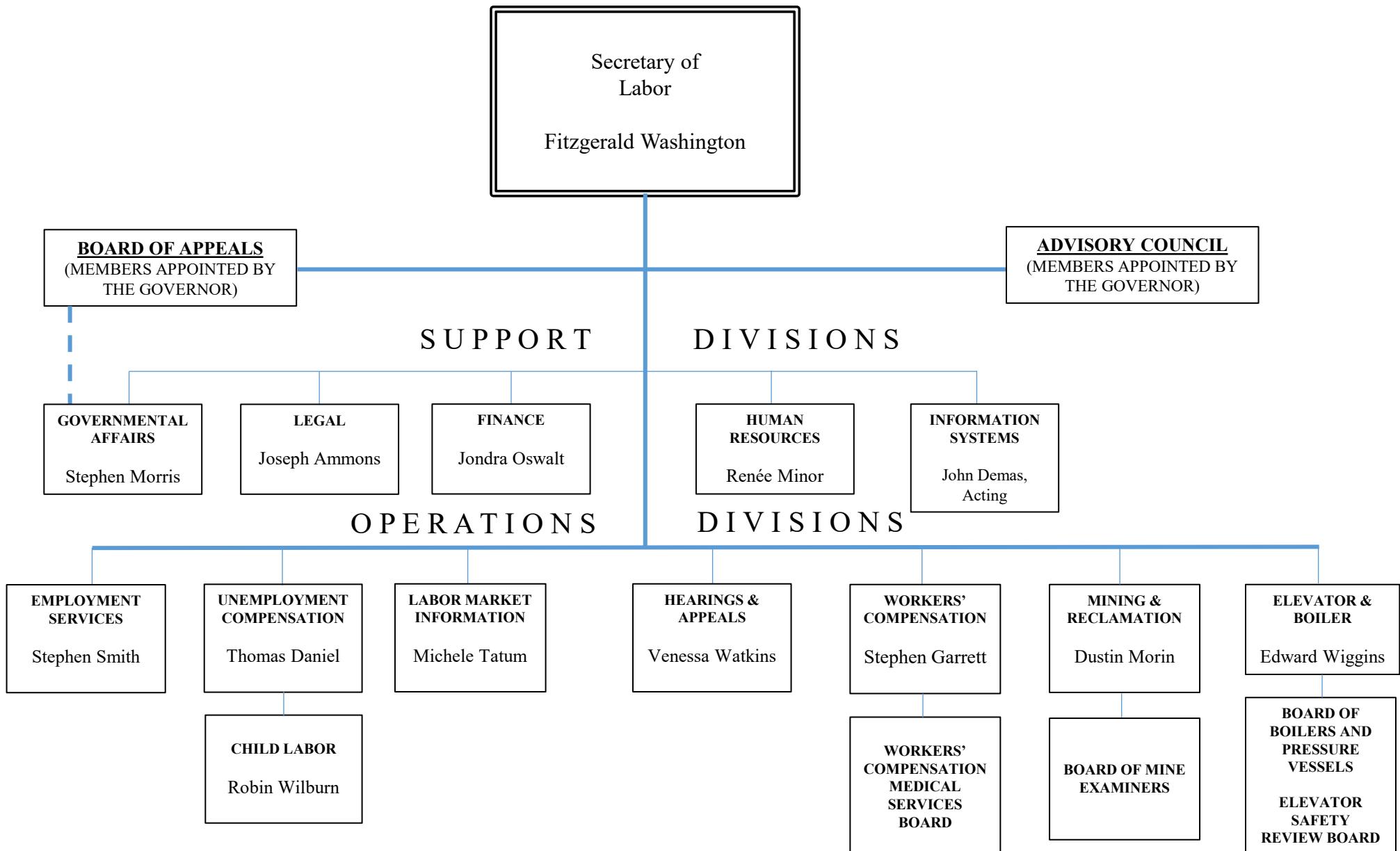


ORGANIZATIONAL CHARTS

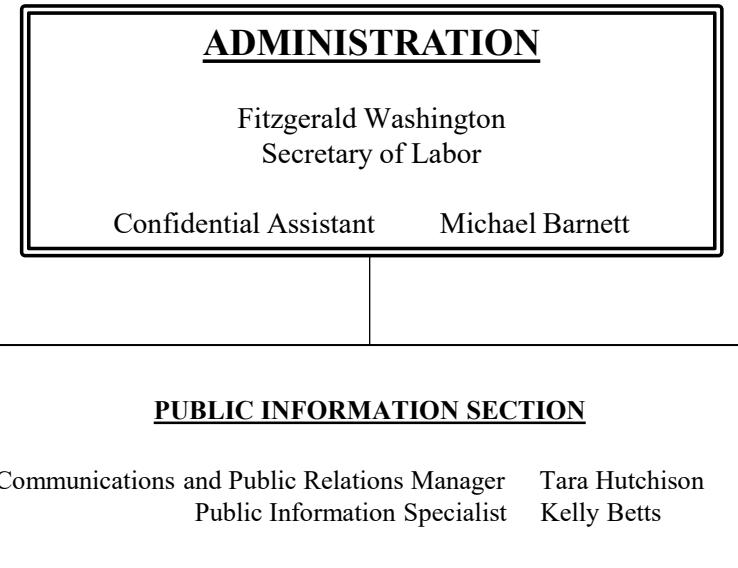
AUGUST 2021

FITZGERALD WASHINGTON, SECRETARY OF LABOR

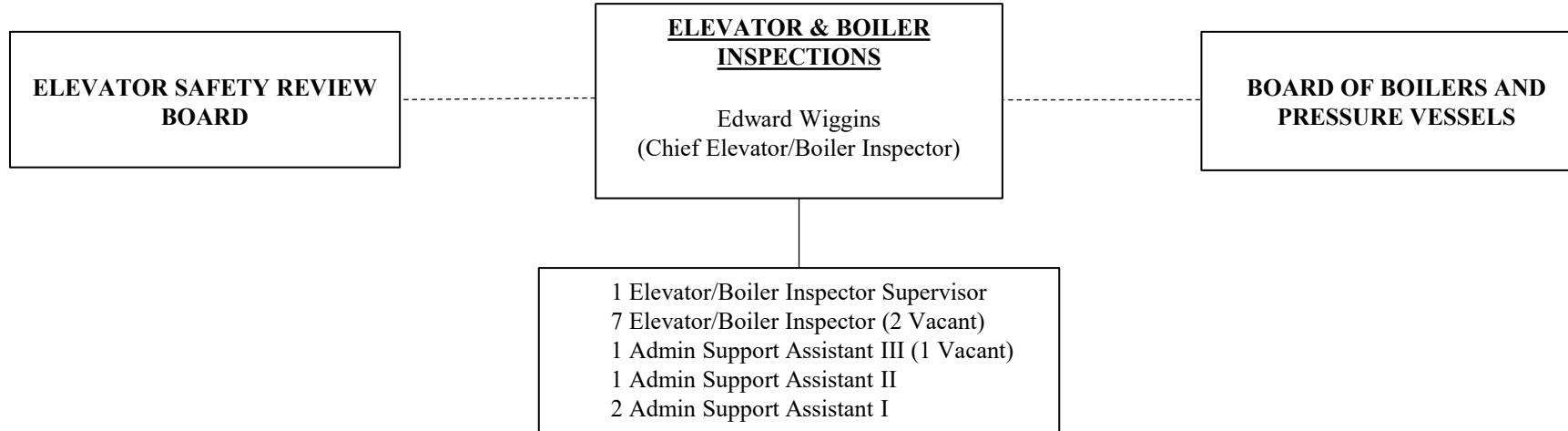
STATE OF ALABAMA
DEPARTMENT OF LABOR



EXECUTIVE DIVISION



ELEVATOR & BOILER INSPECTIONS DIVISION



ELEVATOR & BOILER INSPECTIONS DIVISION

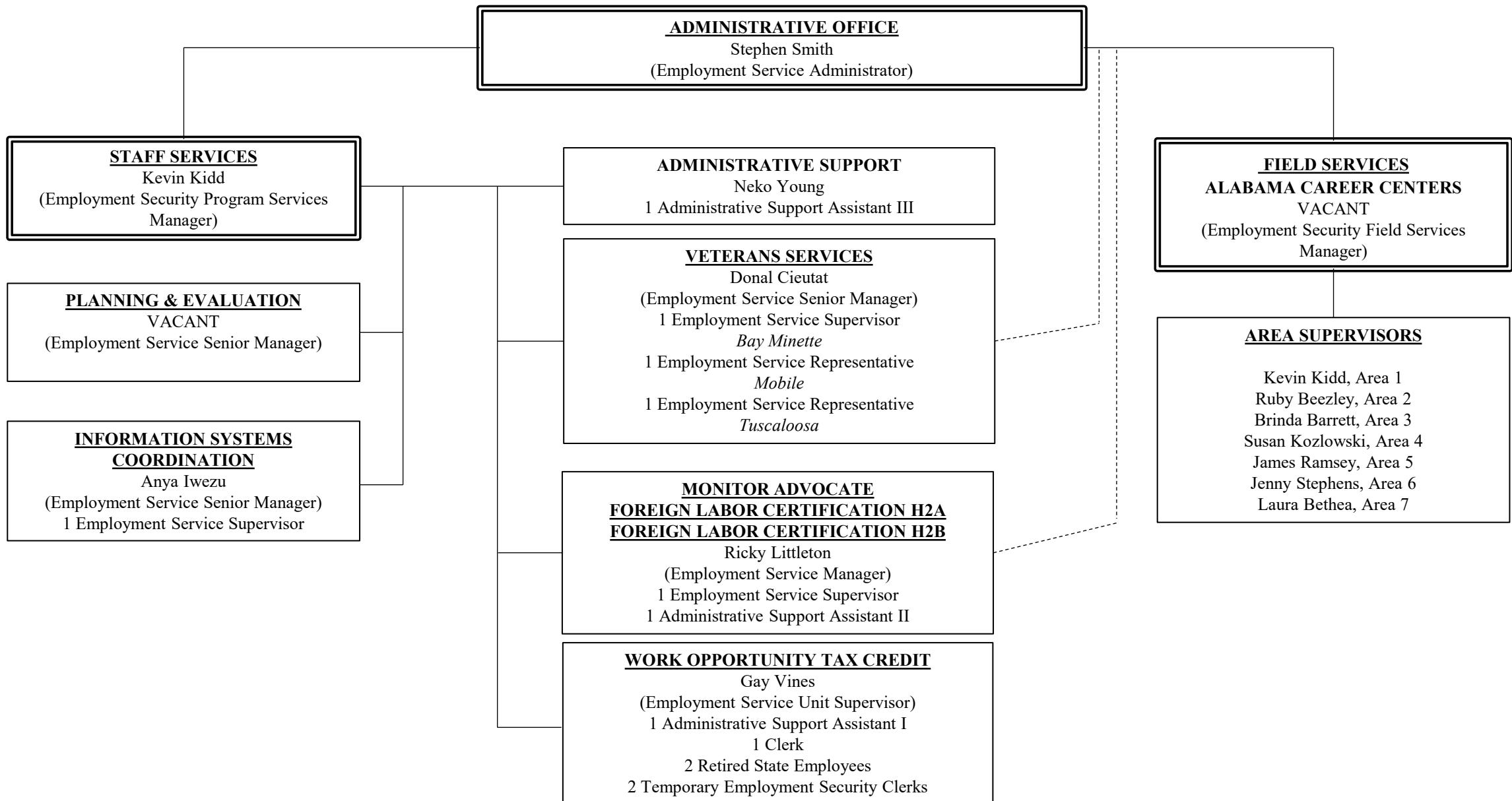
ELEVATOR INSPECTIONS

The legislation (Act No. 2003-349) mandates all elevators, other than those located in industrial facilities that are not accessed by the general public, be inspected annually and that inspections be made on elevators under construction to make sure they are properly installed and maintained. In addition to overseeing safety inspections, the Department is also required to keep accident reports and licensed persons who are engaged in construction, repair, and dismantling of elevators.

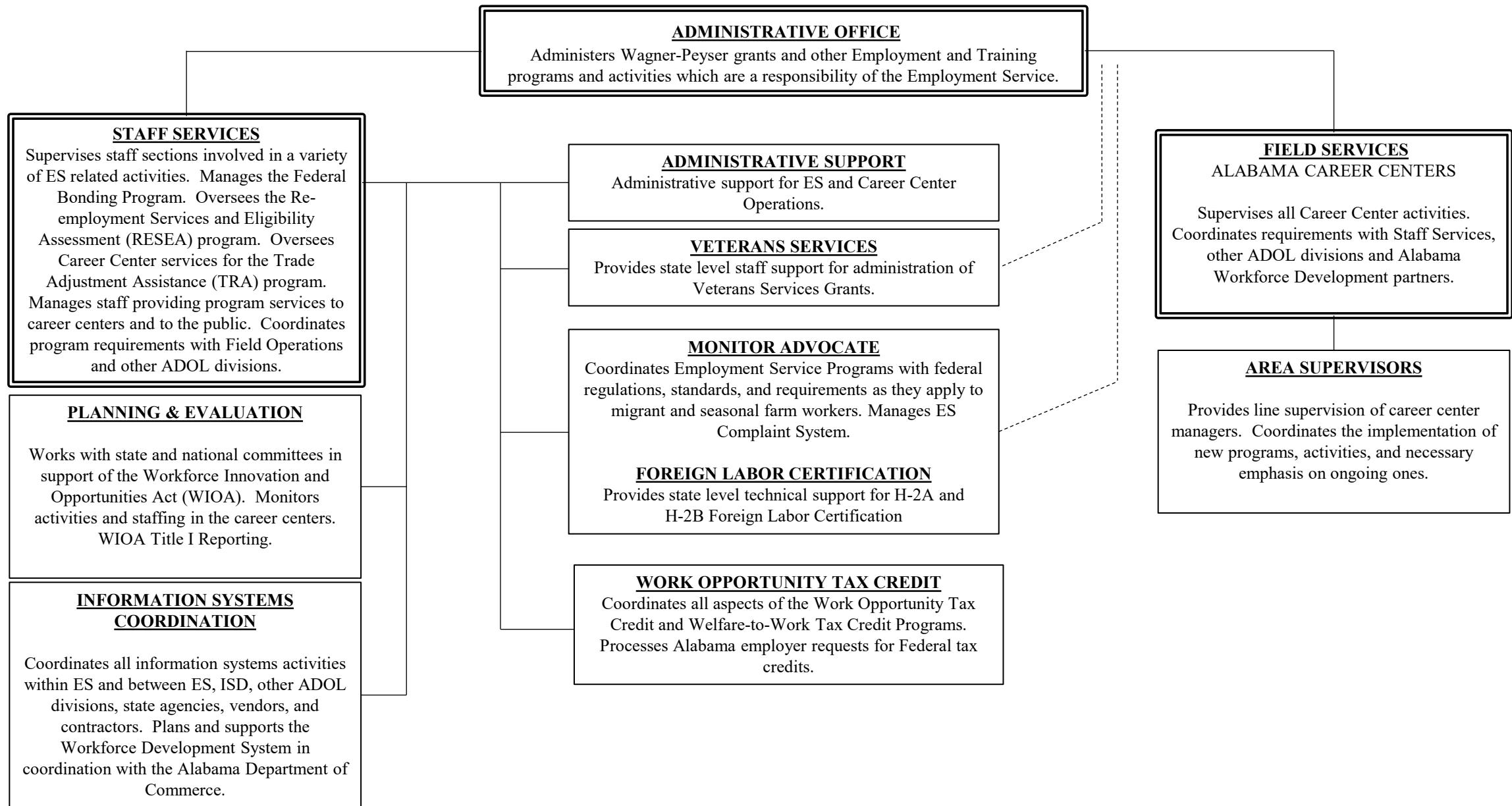
BOILER INSPECTIONS

The Alabama law (Act No. 2000-315) requires boiler and pressure vessel inspections on a regularly established basis unless exempted by law. Operating Certificates must be maintained on equipment regulated by the ACT. Permits must also be obtained to install boilers and pressure vessels. This includes water heaters over 200,000 btu or over 120 gals. Currently there is no requirement for an installer, operator, or maintenance/service company to be licensed under the ACT.

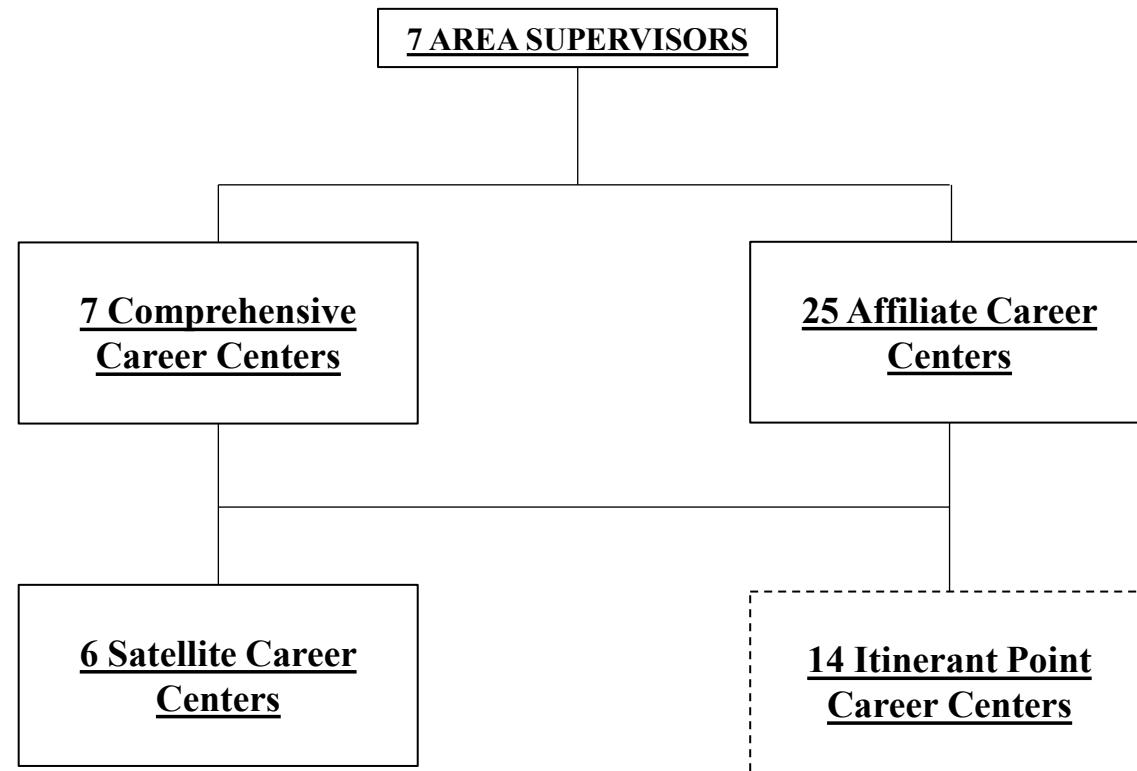
EMPLOYMENT SERVICE DIVISION



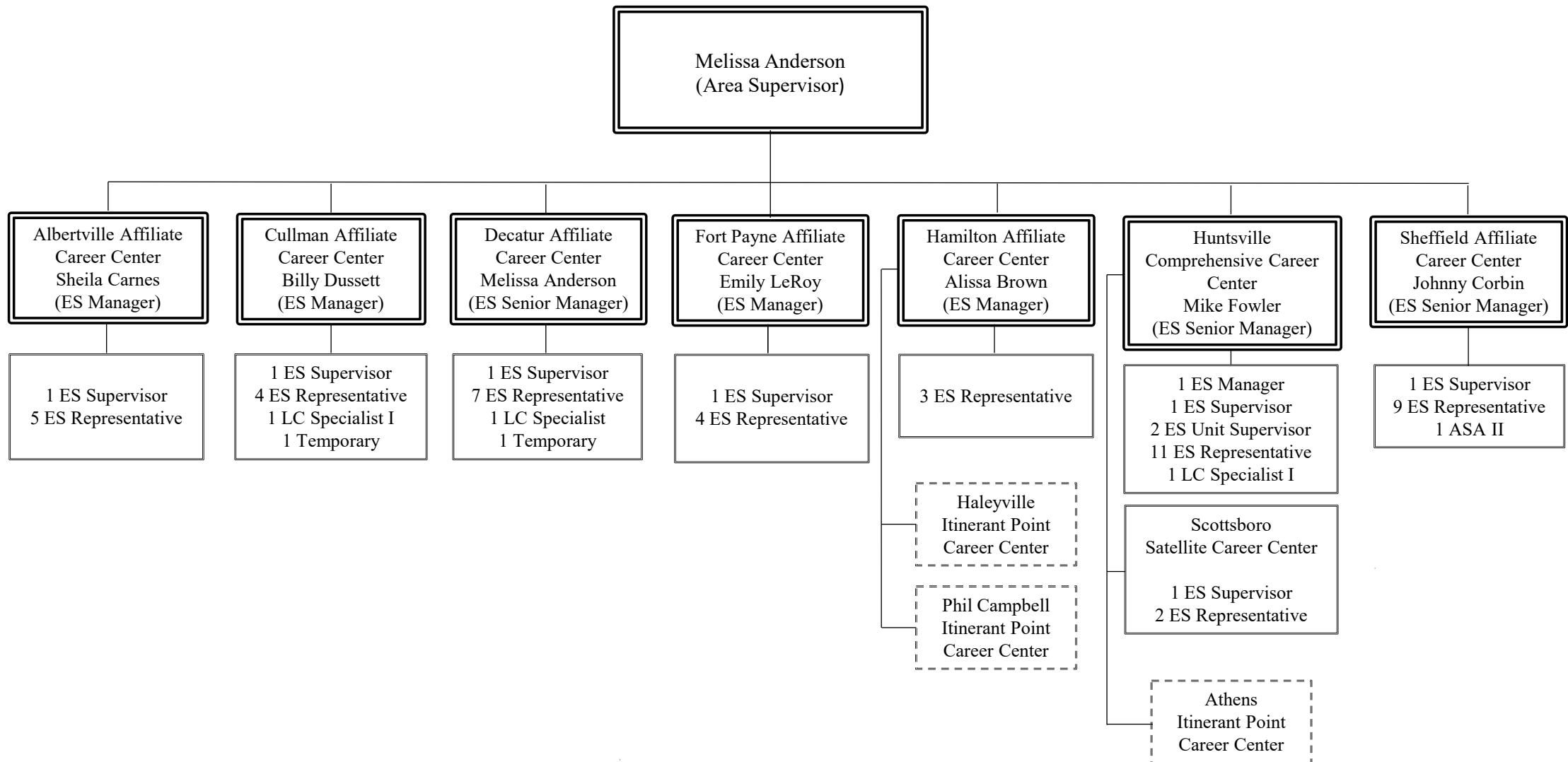
EMPLOYMENT SERVICE DIVISION



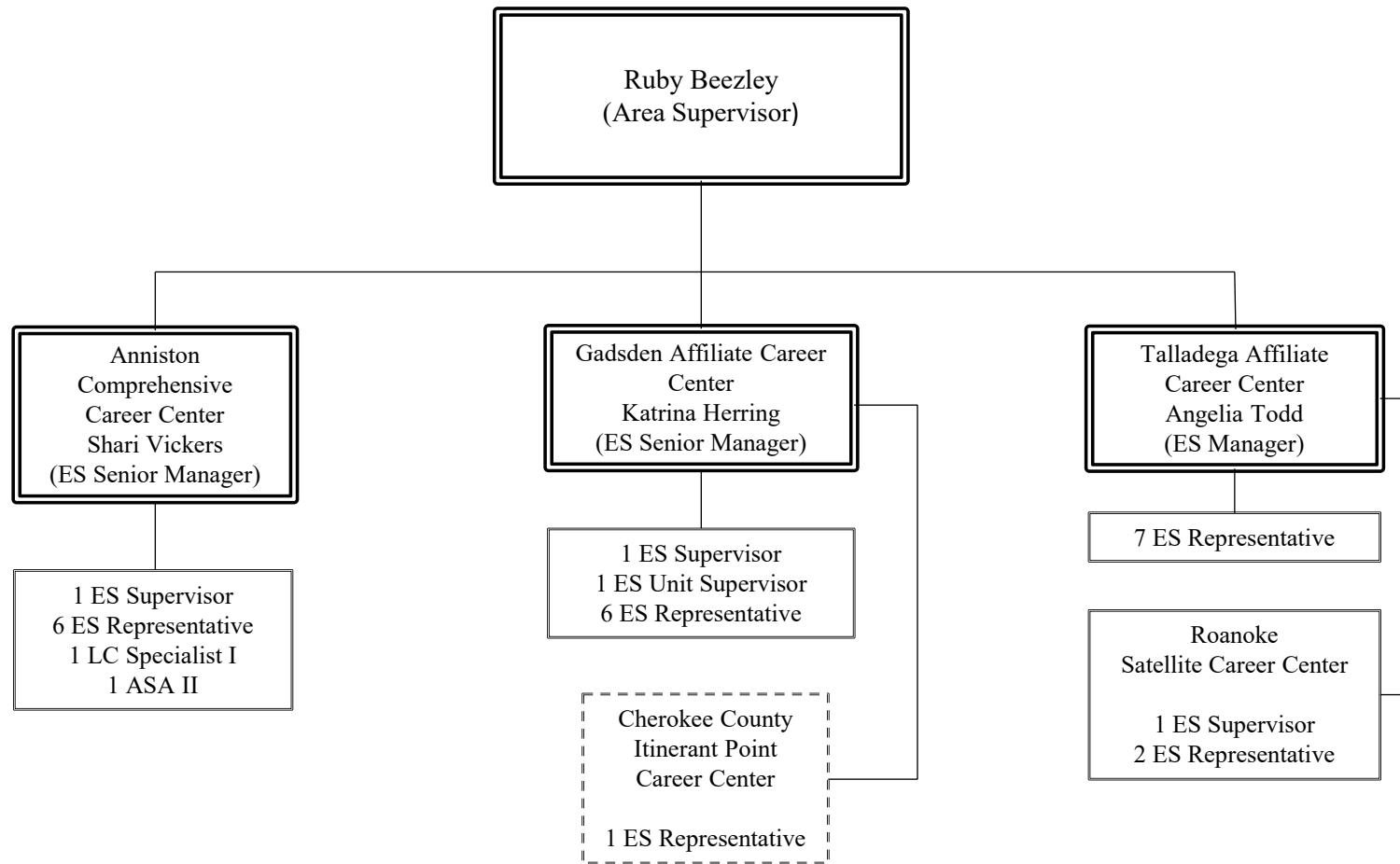
EMPLOYMENT SERVICE DIVISION
ALABAMA CAREER CENTERS



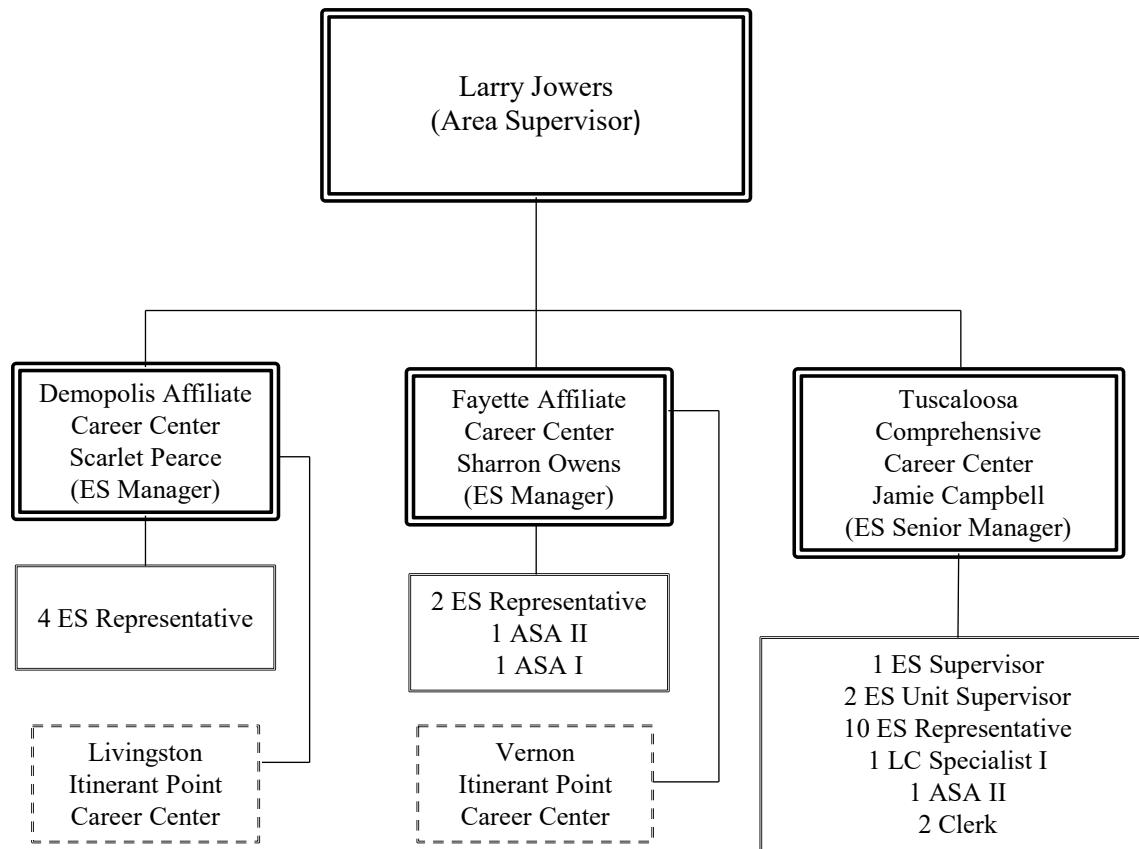
Alabama Career Centers Area 1



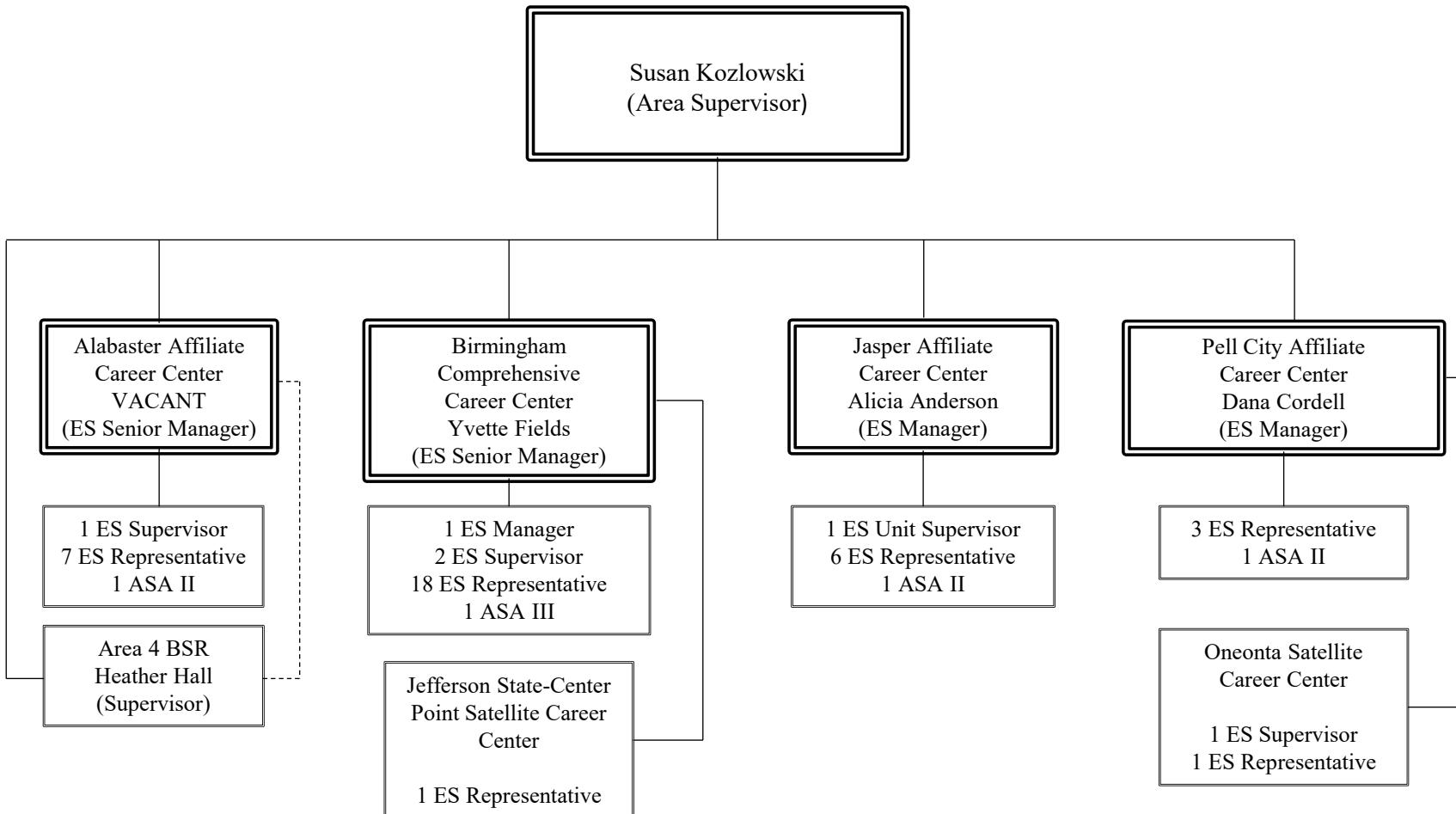
Alabama Career Centers Area 2



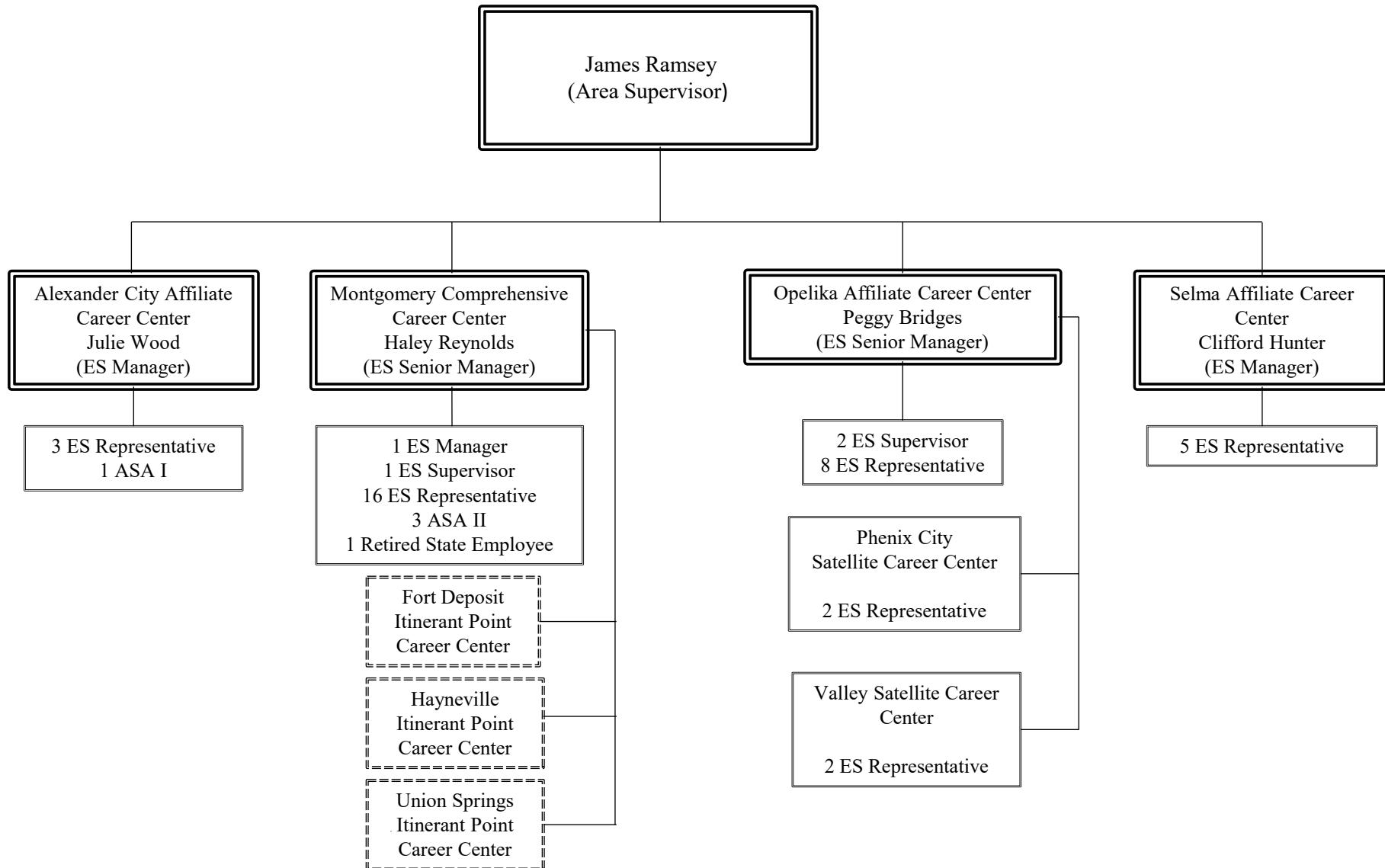
Alabama Career Centers Area 3



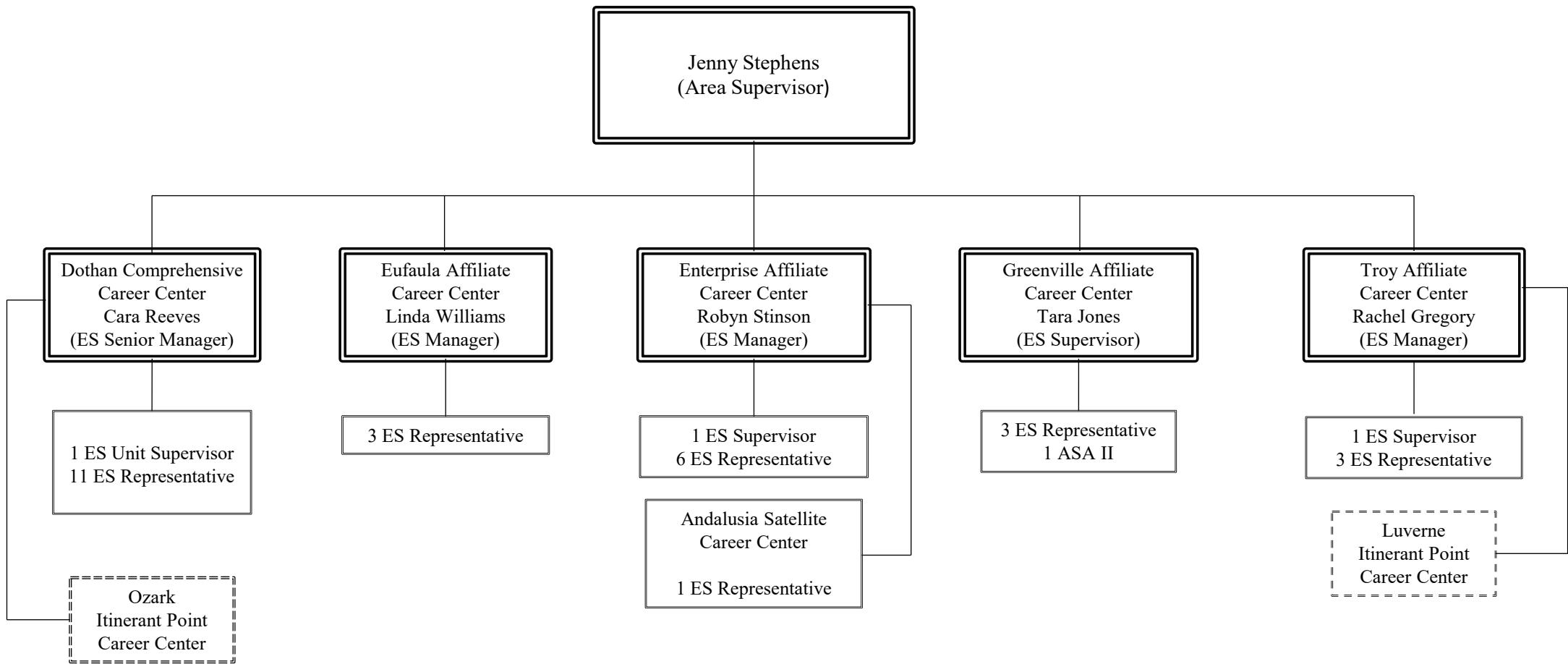
Alabama Career Centers Area 4



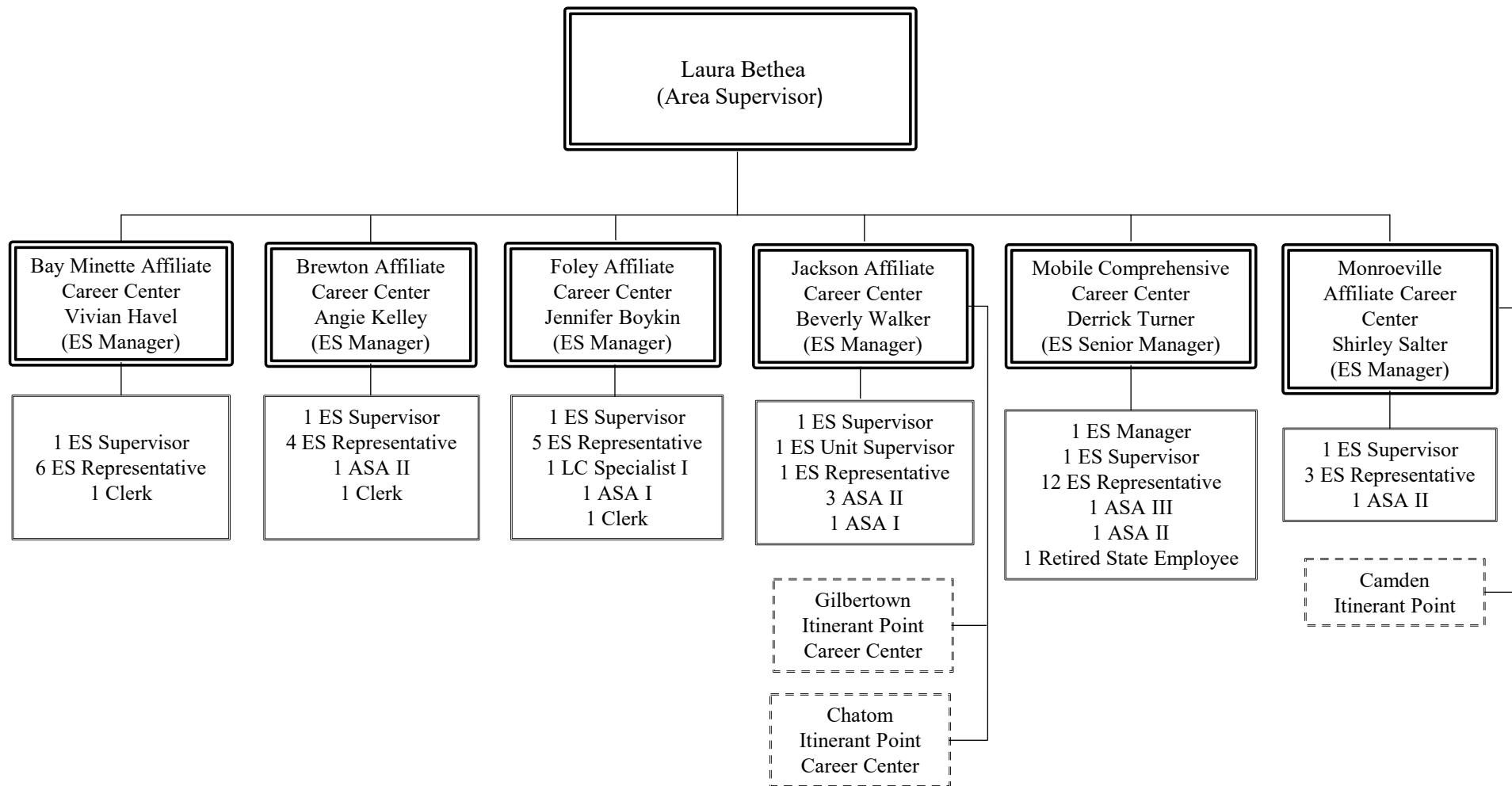
Alabama Career Centers Area 5



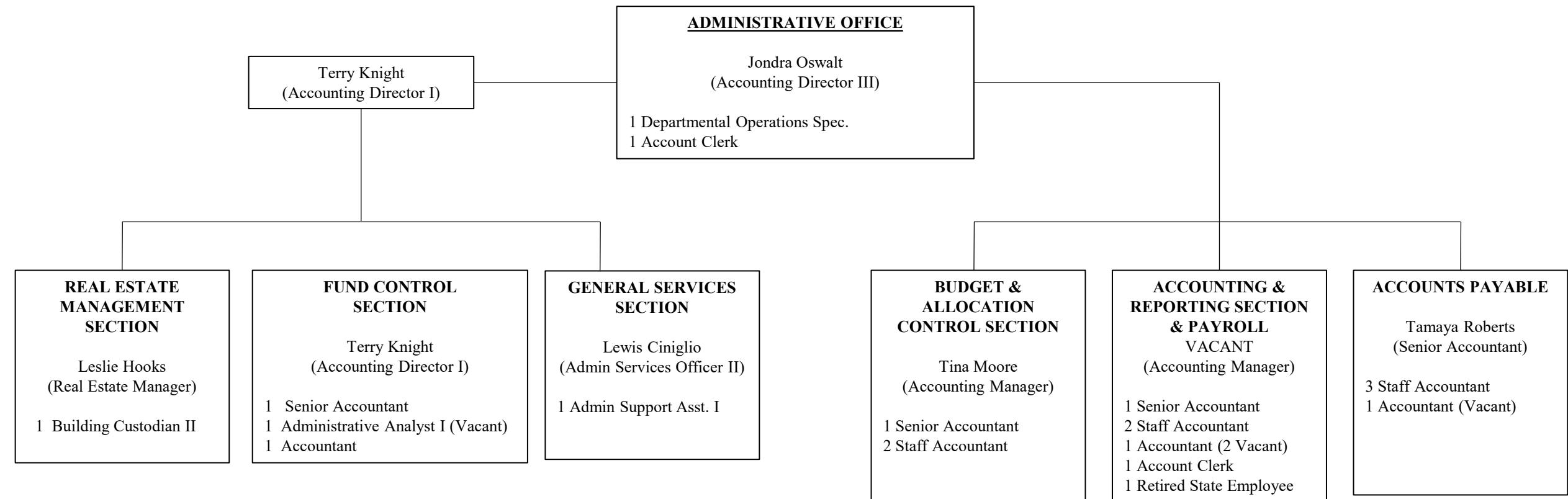
Alabama Career Centers Area 6



Alabama Career Centers Area 7



FINANCE DIVISION



FINANCE DIVISION

REAL ESTATE MANAGEMENT SECTION

Represents the Department in the selection, leasing, purchase, construction, and renovation of buildings and other real property to accommodate its operations statewide. Negotiates leases, owner-architect agreements, construction contracts and other documents, and administers building projects. Prepares and submits information to the Building Commission, Office of Space Management, Examiners of Public Accounts, Governor's Office, and other agencies as required. Coordinates the department motor pool and the use of various parking facilities. Manages the Night Cleaning Crew for the Central Office building.

NIGHT CLEANING CREW

Performs housekeeping services for the Central Office building during evening hours. Collects and disposes of trash and transports recycling barrels according to schedule. Spot-treats and shampoos carpets routinely and/or as requested. Strips, waxes, and buffs tile, vinyl, and other hard flooring surfaces in offices and common areas.

ADMINISTRATIVE OFFICE

Establishes and administers departmental fiscal policy and develops procedures to implement policy to conform with state and federal laws and regulations and grantor requirements. Supervises, directs, and coordinates operational areas of the division. Coordinates and analyzes budget resources and operational results to establish and control effort availability for all departmental fund sources. Prepares and administers implementation plans for various departmental programmatic objectives and goals. Attends and participates in state budget hearings.

ACCOUNTS PAYABLE

Audits and prepares for payment of all disbursement documents. Maintains accounting records for the Second Injury Trust Fund. Prepares travel cost reports. Enters contracts and journal vouchers into the state accounting system.

BUDGET & ALLOCATION CONTROL SECTION

Prepares administrative state and federal budgets and obligational plans for the Department. Prepares the Department indirect cost negotiation instrument and proposal documents. Allocates staffing and funding resources. Prepares budget analysis reports. Attends state budget hearings. Coordinates one stop financial activities. Prepares federal reports to grantor agencies.

FUND CONTROL SECTION

Directs and supervises the accounting of funds, withdrawals from the UC Trust Fund, and the payment of benefits and allowances under UC programs. Maintains check reconciliation, trust fund and benefit payment accounts. Manages the UC Trust Fund and makes necessary reports.

GENERAL SERVICES SECTION

Provides the Department with procurement, property, supply, maintenance, mail, and reproduction services for all major operating and support divisions.

ACCOUNTING & REPORTING SECTION & PAYROLL UNIT

Provides full automated, accrual and cost accounting, and general ledger services for the Department to include funds received from the Department of Labor, Bureau of Labor Statistics, Department of Interior, and contracts with various state agencies. Maintains separate manual accounting systems for cash basis State General Fund and Interest and Penalty Fund. Requisitions administrative cash for the Department on the letter of credit fund transfer system. Performs the central cashiering function for the Department for fees received from sources outside the normal budgetary process. Reconciles funds with the State Comptroller. Maintains records on Workers' Compensation bonds. Provides financial and technical assistance to subcontractors. Responsible for the Time Distribution sub-system of the automated and manual accounting system. Maintains the departmental staffing pattern report. Provides ADP liaison duties for the Division. Disburses all departmental administrative warrants. Processes departmental payrolls.

FINANCE DIVISION

GENERAL SERVICES SECTION

GENERAL SERVICES SECTION

Lewis Ciniglio
(Administrative Services Officer II)

1 Admin Support Assistant I

PROCUREMENT & SUPPLY UNIT

1 Warehouse Supervisor
1 Laborer
1 Prop. Inventory Officer I
1 Procurement Officer I
1 Warehouse Worker
1 Retired State Employee
1 Account Clerk
1 Clerk

BUILDING MAINTENANCE UNIT

Jamie Fowler
(Plant Maintenance Supervisor II)

1 Maintenance & Repair Supvr. (Vacant)
1 Carpenter
1 Custodial Worker I
1 Building Custodial Worker I
1 Utility Laborer (Vacant)
1 Grounds Worker
1 Laborer
1 Building Custodian II

MAIL CENTER

Betty Marshall
(Office Services Supervisor)

6 Mail Clerk
3 Clerk (2 Vacant)
1 Laborer

REPRODUCTION UNIT

VACANT
(Graphics Arts Facilities
Supervisor)

1 Graphics Arts OPS Supervisor
4 Graphics Arts Specialist

FINANCE DIVISION

GENERAL SERVICES SECTION

GENERAL SERVICES SECTION

Provides the Department with procurement, property, supply, maintenance, reproduction, and mail services for all major operations and support divisions.

PROCUREMENT & SUPPLY UNIT

Procures, stores, and distributes all departmental supplies and equipment. Contracts for departmental services. Coordinates purchases with the State Finance Department. Maintains central supply room and warehousing facilities.

BUILDING MAINTENANCE UNIT

Performs maintenance and repair on heating, air conditioning, and electrical systems for area ADOL buildings. Performs carpentry work as required to include construction walls, shelves, etc. Renovates offices including the mounting and finishing of drywall, moving doorways, replacing dropped ceilings, etc. Paints new and renovated areas in the central office complex. Responsible for cleanliness and general condition of the central office complex. Maintains grounds by cutting grass and bushes. Performs minor plumbing maintenance.

MAIL & PROPERTY CENTER

Incoming and outgoing mail is processed for all departmental organizational units. Collates, staples, and distributes interoffice memoranda, newsletters, and other communications for the Central Office and all local offices. Maintains equipment for processing mass mailings. Picks up and delivers mail from Post Office and provides messenger service for the department. Tags equipment, performs equipment inventories, and maintains inventory system.

REPRODUCTION UNIT

Responsible for printing the majority of reports, manuals, forms, brochures, pamphlets, and printed supplies for the Department. Signs and other display materials are prepared for reproduction on printing and reproducing machines. Provides convenience color and black/white copies for all divisions.

FINANCE DIVISION

REAL ESTATE MANAGEMENT SECTION

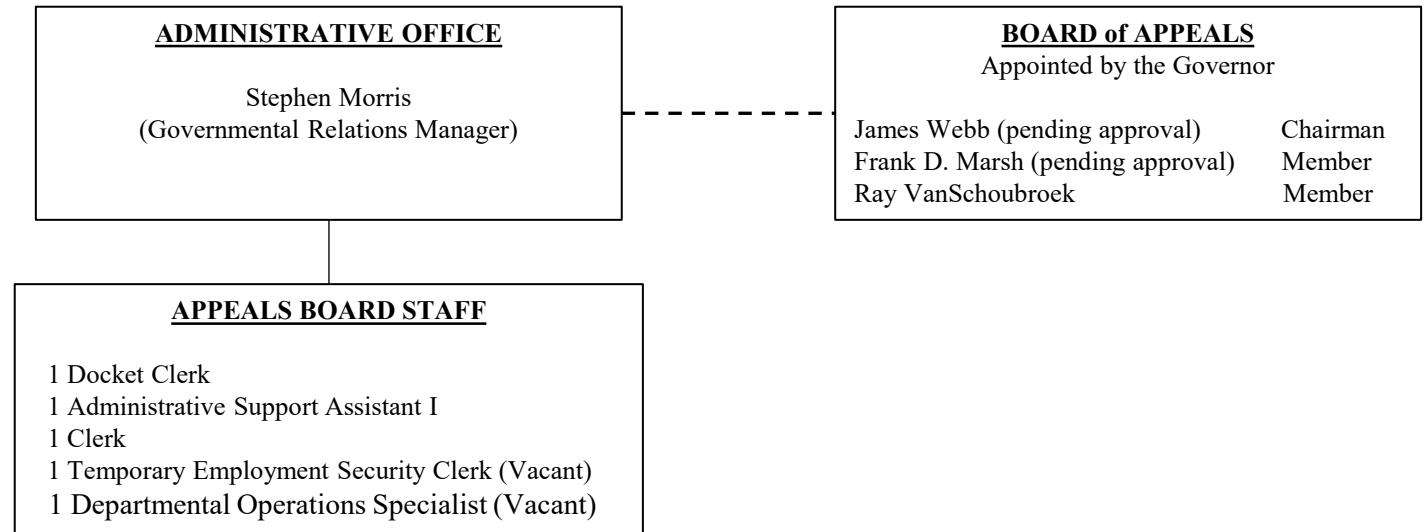
REAL ESTATE MANAGEMENT SECTION

Leslie Hooks
(Real Estate Manager)

Night Cleaning Crew

1 Building Custodian II

GOVERNMENTAL AFFAIRS DIVISION



GOVERNMENTAL AFFAIRS DIVISION

ADMINISTRATIVE OFFICE

Serves as governmental and legislative liaison for the Department with other entities of local, state, and federal government. Administers the Higher Authority appeals programs of the Department. Serves as Administrative Procedures Secretary to promulgate rules and regulations for the Department.

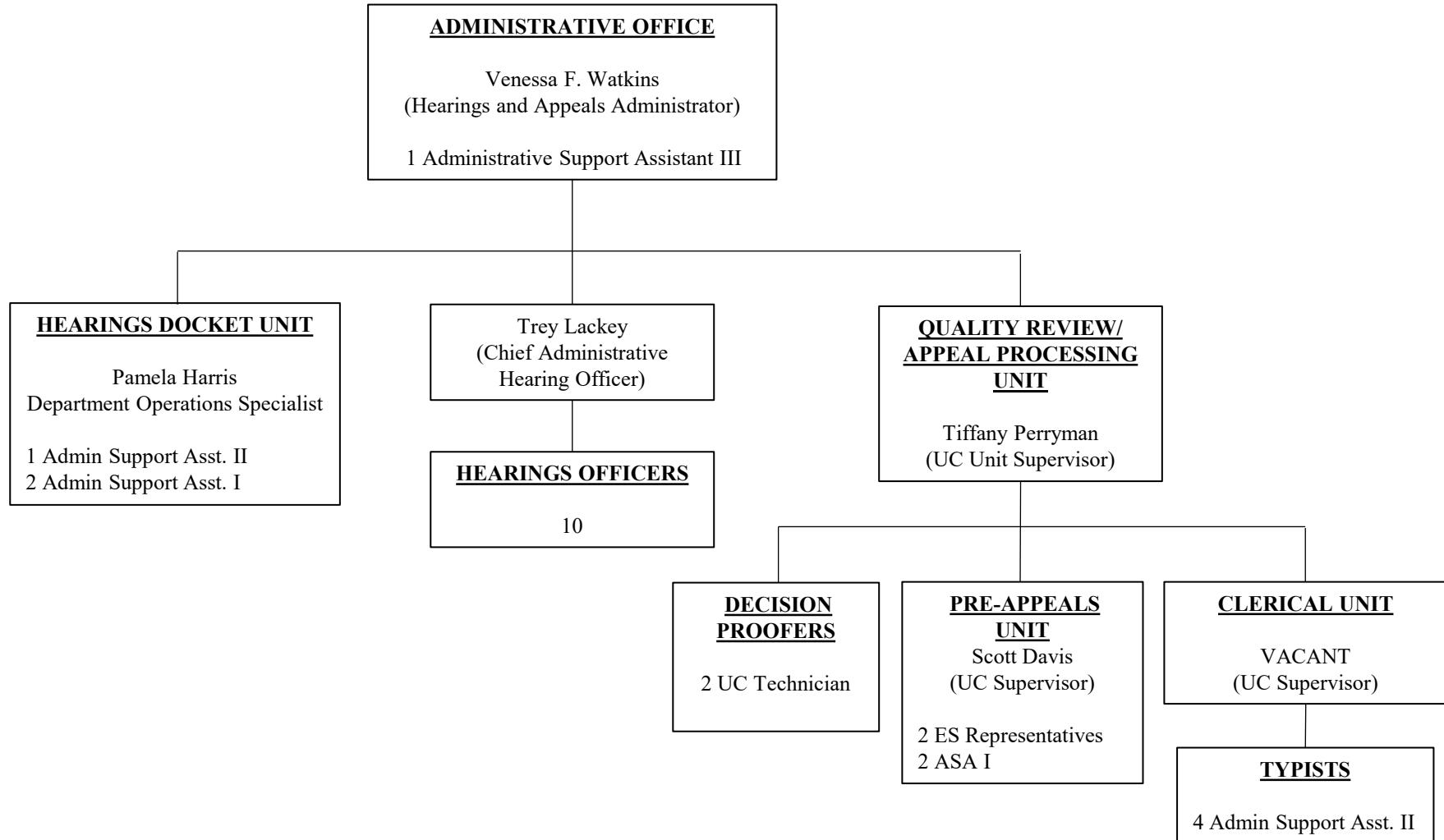
BOARD of APPEALS

Adjudicates unemployment compensation and labor dispute appeals cases appealed to it from lower authority appeal referee decisions.

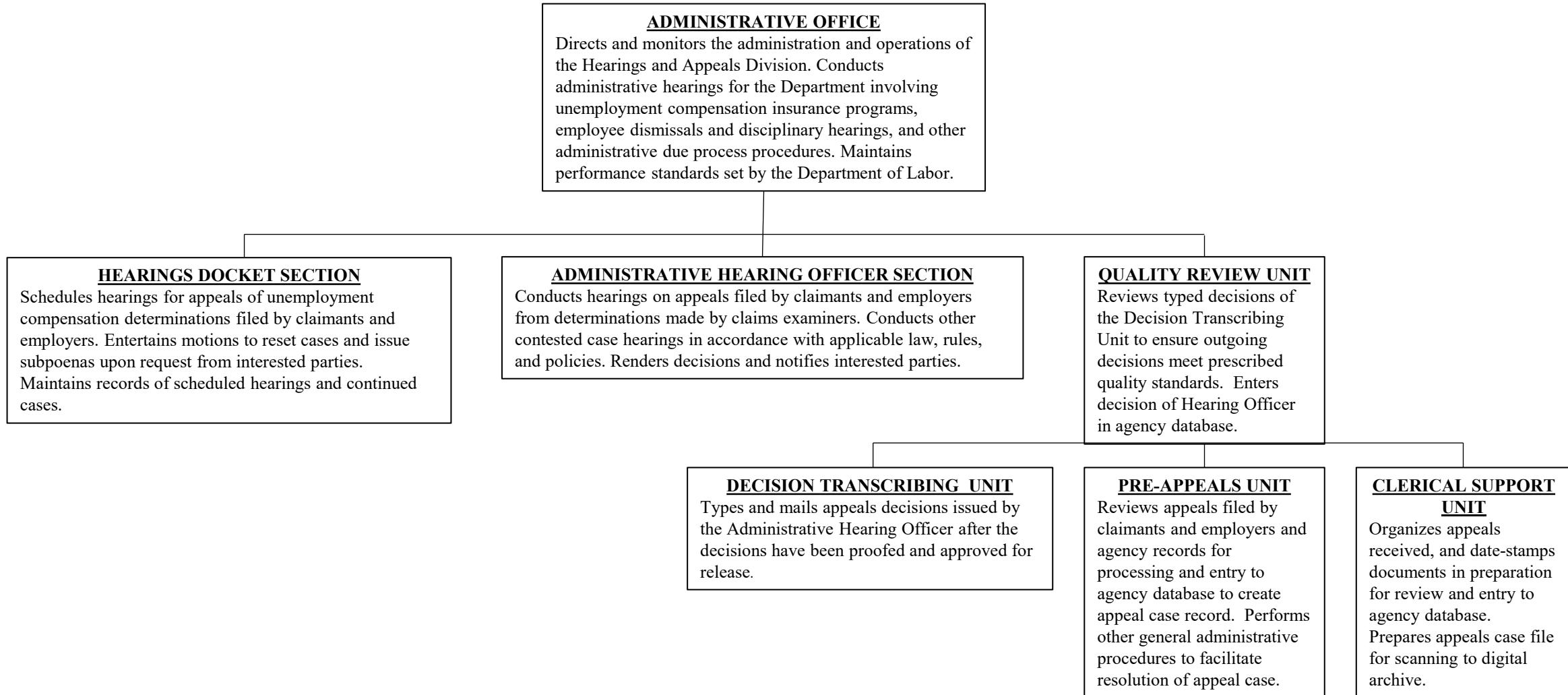
APPEALS BOARD STAFF

Prepares legal, administrative, and clerical documents concerning Higher Authority appeals. Sets dockets, issues subpoenas, and handles all related correspondence. Conducts Board hearings and types decisions of the Board.

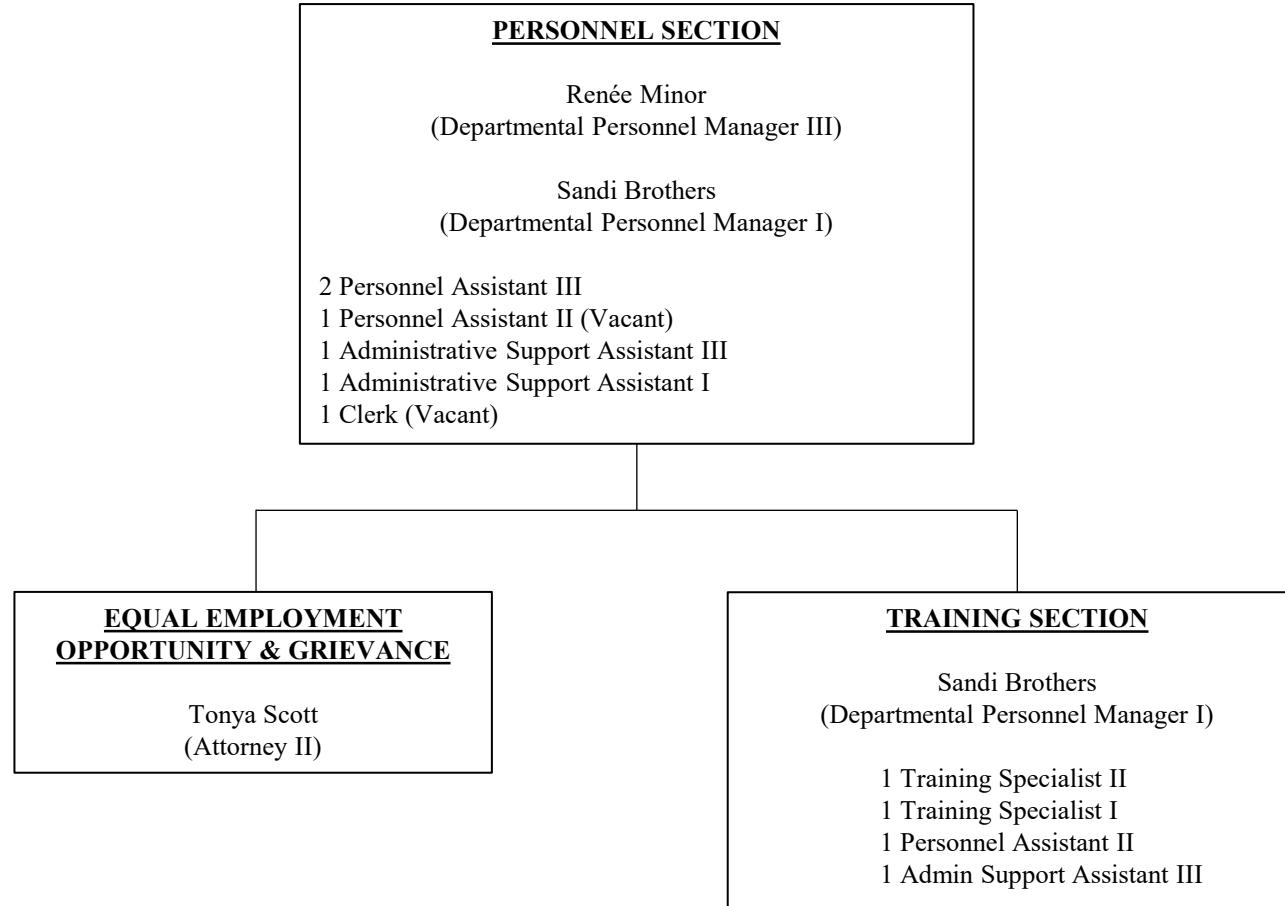
HEARINGS AND APPEALS DIVISION



HEARINGS AND APPEALS DIVISION



HUMAN RESOURCES DIVISION



HUMAN RESOURCES DIVISION

PERSONNEL SECTION

Administers all personnel activities in conformity with current laws, rules, regulations, and policies of the Department, State Personnel Department, Employment and Training Administration, USDOL, and U.S. Office of Personnel Management. Develops and conducts training programs within the Department and throughout the state to ensure proper support to operating and support divisions. Monitors all levels of disciplinary procedures. Researches and prepares reports regarding all aspects of personnel administration. Provides information, advice and assistance regarding personnel administration. Serves on the ADOL Security and Compliance Committee.

Responsible for personnel activities with regard to staffing positions; processing personnel actions, performance appraisals, salary adjustments, status changes, etc.; and manages the leave program, to ensure compliance with federal laws, state laws, State Personnel Department policies, and Department procedures. Responsible for acting as Leave Administrator and Agency Administrator for eSTART. Responsible for coordinating and conducting agency-wide training for eSTART. Monitors temporary employee payrolls. Maintains automated and manual personnel records. Coordinates with the State Personnel Department and other agencies regarding Department personnel matters.

Supervises and oversees Equal Employment Opportunity Manager and related activities.

TRAINING SECTION

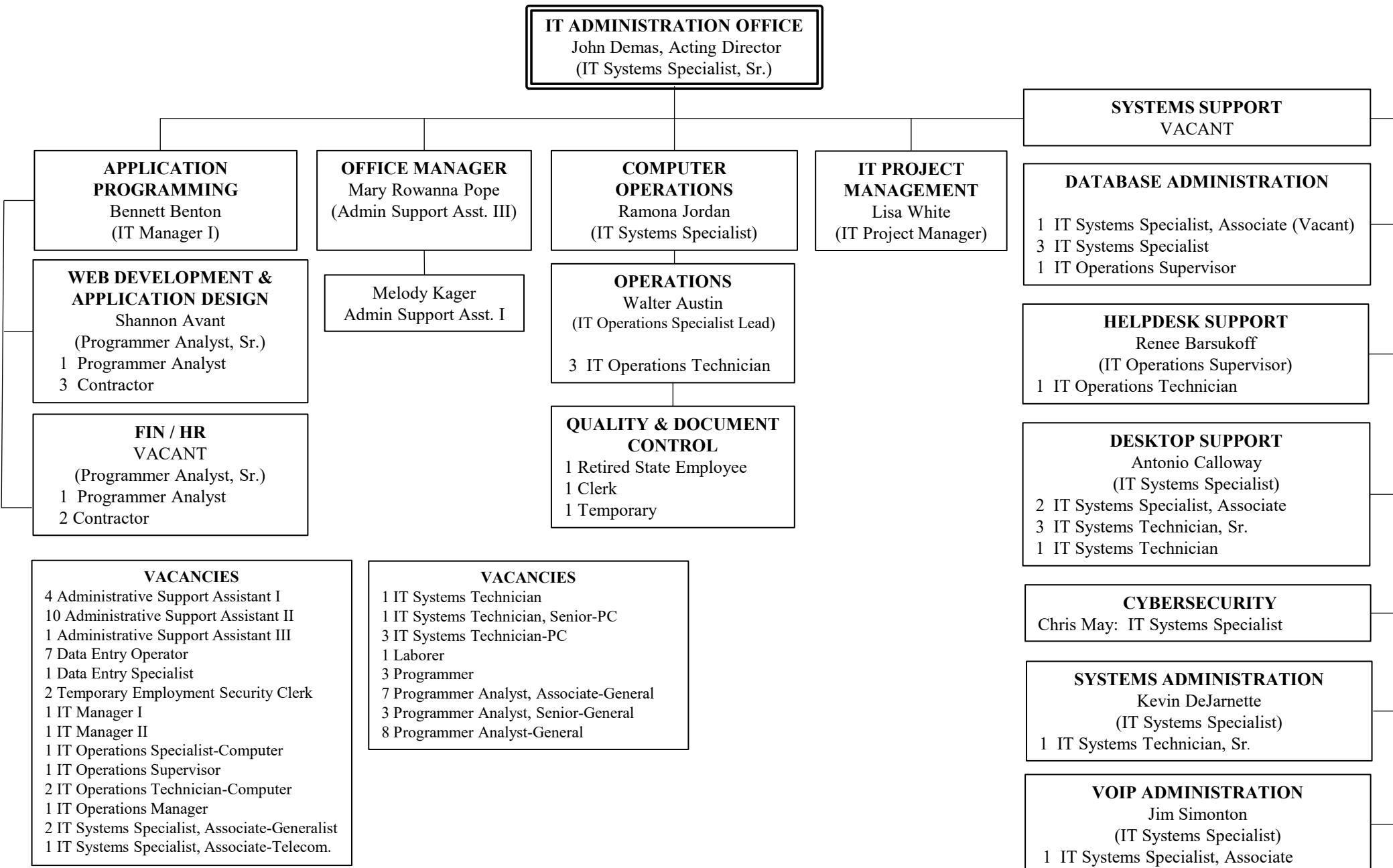
Provide Department employees with job related training opportunities. Develop and conduct in-service training programs, assist operating divisions in conducting job specific in-service training; coordinate in-service training provided by other organizations; coordinate out-service training provided by other state agencies, academic institutions, and commercial vendors; and provide advice and assistance to managers and supervisors on employee training issues. Maintain database with all information related to training.

EQUAL EMPLOYMENT OPPORTUNITY & GRIEVANCE

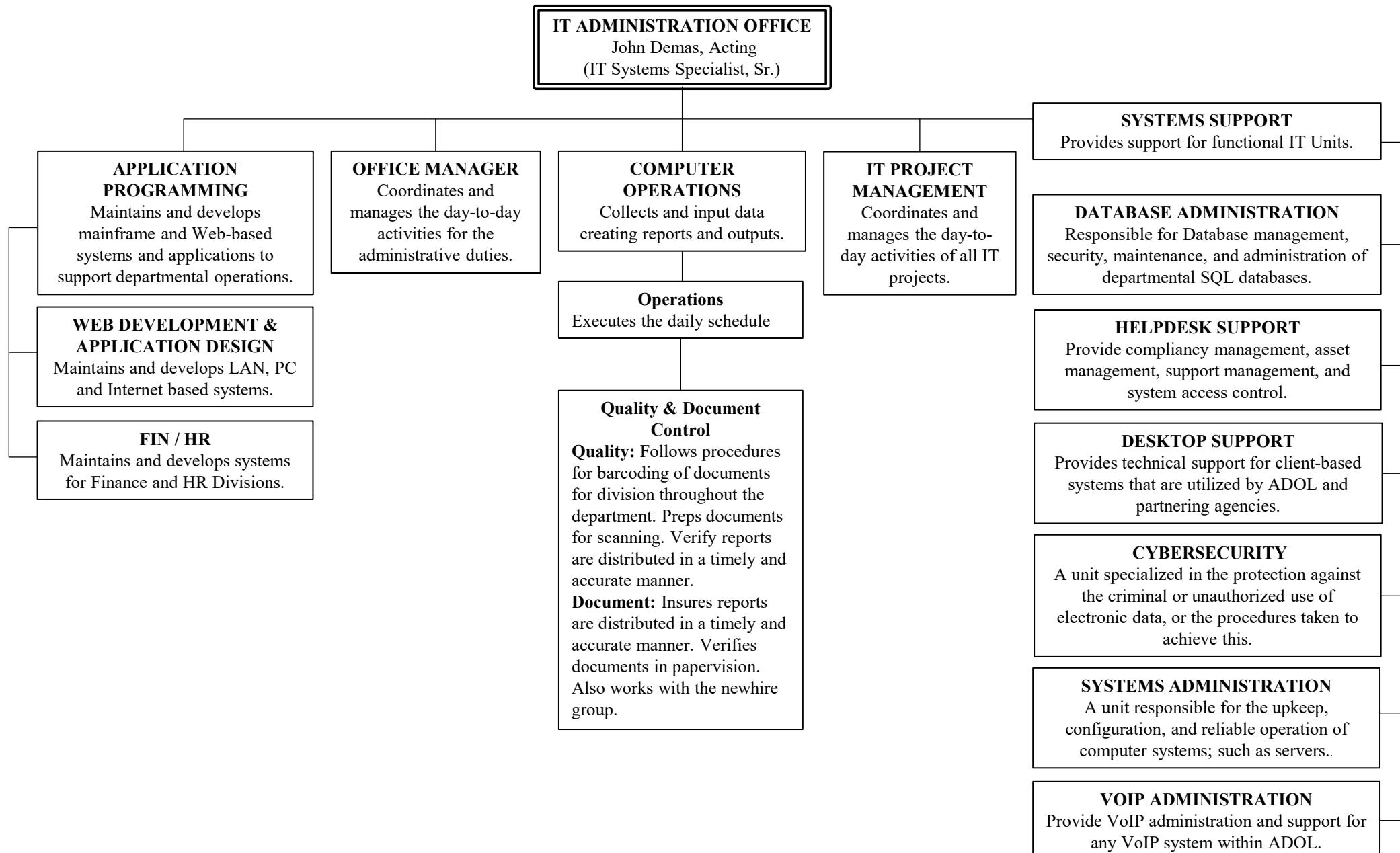
Plans, coordinates and evaluates equal opportunity activities for the Department. Develops and reviews policies to ensure compliance with federal equal opportunity laws and regulations. Investigates and provides final notice of actions for Americans with Disability (ADA) requests, departmental complaints, and grievance procedures ensuring compliance with federal and state laws and programs. Serves on the National Association of State Workforce Agencies (NASWA) Equal Employment Opportunity Committee. Ensures that Career Centers are in compliance with accessibility standards as set forth in federal guidelines, laws and programs.

Develops and conducts training programs within the Department. Advises in matters of employee disciplinary actions. Schedules and coordinates pre-suspension and pre-termination conferences for departmental employees. Reviews appointments and promotions to monitor and ensure that activities are in compliance with all federal and state laws and departmental policies.

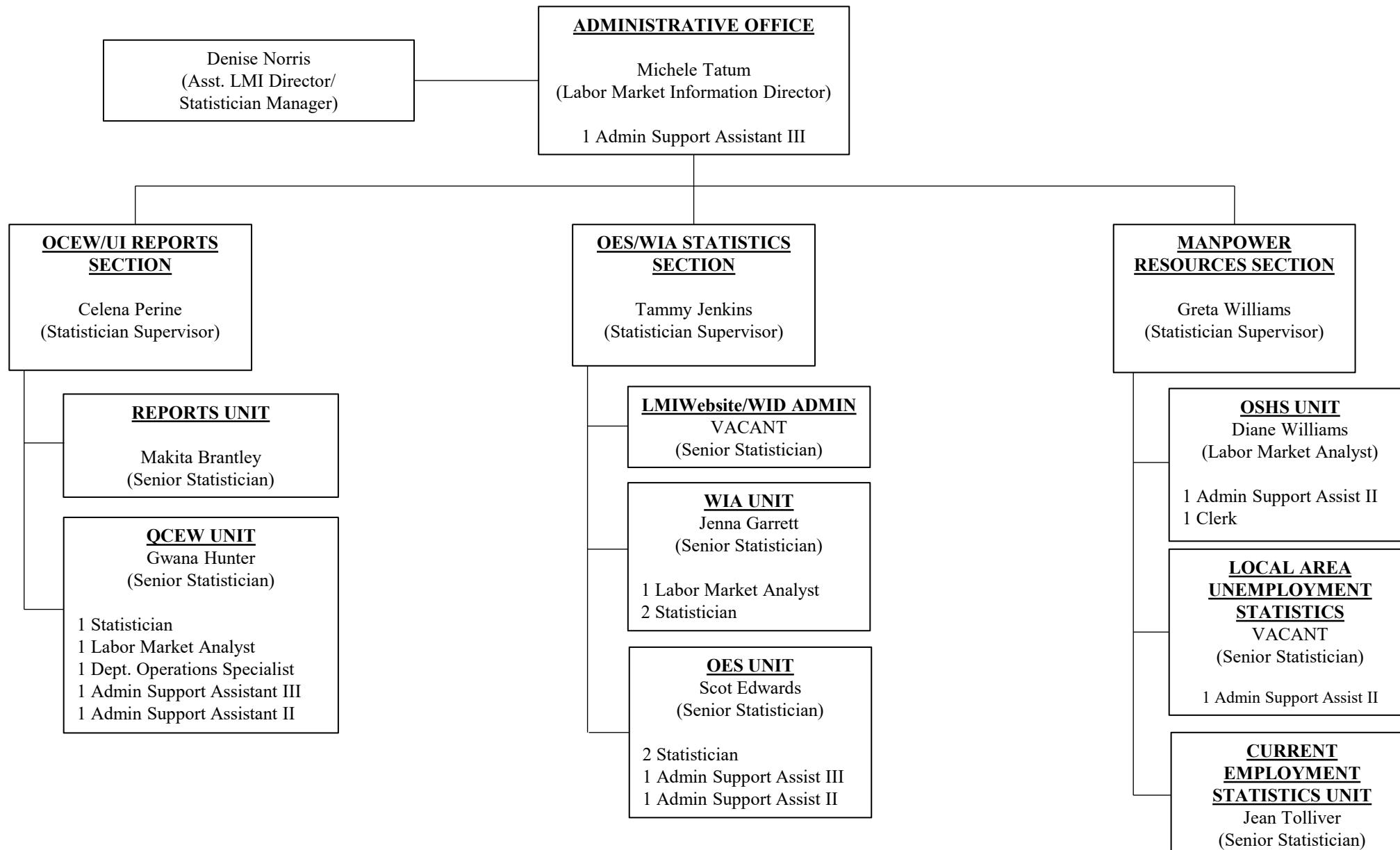
INFORMATION SYSTEMS DIVISION



INFORMATION SYSTEMS DIVISION



LABOR MARKET INFORMATION DIVISION



LABOR MARKET INFORMATION DIVISION

ADMINISTRATIVE OFFICE

Plans and directs the operations of the Labor Market Information Division. Establishes or approves internal operation procedures designed to comply with national and regional reporting and other program requirements. Coordinates Division's agency-wide services. Responsible for Statewide Employment Statistical System as specified in the Workforce Investment Act. Develops agency-wide LMI system automation. Responsible for collection and development of information for America's Labor Information System (ALMIS). Responsible for statistical analysis as specified in the Workforce Investment Act.

ADMINISTRATIVE SUPPORT PROGRAM

Prepares updates and maintains the ALMIS database. Serves as Division database manager. Coordinates or performs automated systems support maintenance and development. Represent Division in all matters relating to automation. Develops and maintains web page.

RESEARCH & REPORTS SECTION

Plans, organizes and directs research activities relating to the UI Program. Projects benefit costs, revenues, and trust fund adequacy under various economic and legislative parameters. Prepares estimates for contingency workloads. Conducts program research. Maintains a Continuous Wage and Benefit History (CWBH) Program. Prepares estimates concerning the financial impact of legislative alternatives. Formulates quarterly and annual estimates of UI contingency workloads requirements. Prepares short and long term industry and occupational projections. Conducts training. Represents Division and Department at WIA board meetings and is subject matter expert for LMI plan. Assists in the development of data for economic development. Answer general LMI requests. Represents Division on national committees relating to LMI.

REPORTS SECTION

Supervise the Reports and ES-202 Units assuring compliance with BLS and ETA program requirements for data collection and reporting.

REPORTS UNIT

Submits accurate and timely reports on state unemployment insurance, federal unemployment compensation for civilian employees and ex-servicemen, and employment service activities as required by the National Employment & Training Administration and the Bureau of Labor Statistics. Maintains historical data as required.

OCEW

Submits accurate and timely reports required by BLS showing wages as reported on quarterly contribution reports. Maintains historical series and incorporates changes as required. Assigns new NAICS (industry) and FIPS (location) codes to new subject and successor accounts. Performs on-going review of NAICS and FIPS of established accounts. Conducts ES-202 program under contract with BLS.

OES/WIA STATISTICS SECTION

Supervises operation of the Occupational Employment Statistics and Workforce Investment Act Units assuring compliance with BLS and ETA cooperative program and grant requirements. Coordinates interaction and data exchange between LMI programs and other WIA partners statewide. Represents Division and Department at WIA Board and other interagency meetings. Assists in the development of 5 year grant plan and all program reporting requirements.

MANPOWER RESOURCES SECTION

Supervises operation of the Local Area Unemployment Statistics and Current Employment Statistics Units. Performs other functions as related to the Agency's LMI (Labor Market Information) system. Interprets cooperative program technical instructions and implements procedural changes necessary to comply with revisions to methodology and other program requirements. Coordinates cooperative program data processing request.

OES UNIT

Operates the Federal-State Cooperative Occupational Employment and Wage Statistics Program to collect occupational data and wage data by industry, to prepare industry occupational and wage estimates and to provide basic data for use in the Industry Occupational Matrix.

WIA UNIT

Operates the WIA Unit in compliance with 5-year plan submitted and approved through the Employment and Training Administration (ETA). Develops and provides products, services and training packages for WIA partners statewide utilizing data from all LMI Sections and other administrative data sets.

CURRENT EMPLOYMENT STATISTICS UNIT

Operates CES or BLS 790 program. Collects sample data. Publishes monthly estimates of wage and salary employment by industry, hours, and earnings data for production workers in mining and manufacturing. Prepares benchmark revisions and annual average data for published series.

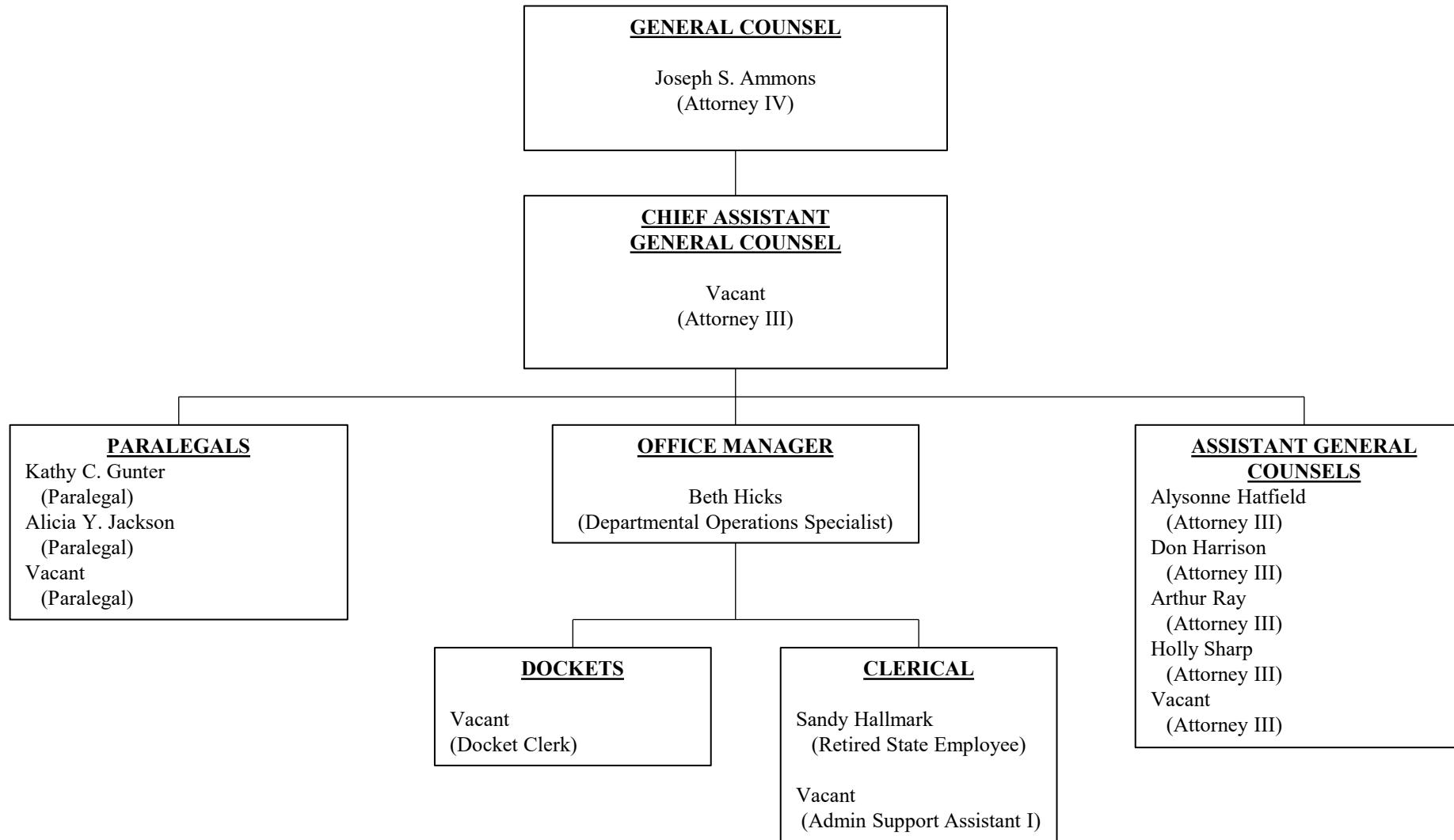
LOCAL AREA UNEMPLOYMENT STATISTICS

Operates LAUS (Local Area Unemployment Statistics) program. Publishes monthly unemployment and civilian labor force estimates for State and labor market areas. Publishes manpower and related economic and demographic data. Prepares county employment estimates.

OSHS UNIT

The Occupational Safety & Health Statistics (OSHS) is a unit that collects data from the Survey of Occupational Injuries & Illnesses (SOII) and the Census of Fatal Occupational Injuries (CFOI). This data is collected in cooperation with the United States Department of Labor's Bureau of Labor Statistics.

LEGAL DIVISION



LEGAL DIVISION

GENERAL COUNSEL

Supervises, plans, and directs operations of the Legal Division. Coordinates with the Attorney General on legal matters and assignments as directed by him. Represents the Department in all courts and administrative tribunals. Advises the Secretary and staff on legal issues involving ADOL. Assigns cases, supervises, and coordinates the legal work assignment of other assistant attorneys.

CHIEF ASSISTANT GENERAL COUNSEL

Assumes primary responsibility for the function and operation of the Legal Division in the absence of General Counsel.

PARALEGALS

Assist attorneys in the areas of legal research; preparation and interpretations of basic legal documents; perform routine legal research; summarize and interpret legal documents and pleadings; prepares digests of laws and cases; briefs questions of law; writes tentative drafts of opinions; assists in the preparation of cases for trial; collects authorities on points of law. Sorts mail, including letters, dockets, memos, forms, and publications to ensure attorneys receive mail on pertinent cases.

OFFICE MANAGER

Assists General Counsel in directing the activities of the Legal Division. Develops and administers policies, procedures, including analyzing and solving legal, administrative, technical, and procedural problems. Responsible for contacting all Circuit Court Judges and Appellate Court Clerks regarding legal matters pending before those bodies on behalf of General Counsel and subordinate attorneys. Responsible for all records of the Legal Division. Directs, assigns, reviews, and critiques the work product of the administrative staff. Sorts mail, including letters, dockets, memos, forms, and publications to ensure attorneys receive mail on pertinent cases.

ASSISTANTS GENERAL COUNSELS

Assistant General Counsels represent the Department in the preparation, trial, and resolution of court actions involving the Department. This includes departmental administration hearings, Personnel Board hearings, and hearings before the Board of Adjustment. Assistant attorneys interpret, revise, review, and compose legislation and administrative rules. Legal opinions pursuant to written and verbal requests arising from the divisions of the Departments and the Attorney General are rendered. Legal documents are drafted, interpreted, and reviewed.

DOCKETS

Work is of a legal secretarial and paralegal nature. Staff types complaints, answers, interrogatories, circuit and appellate court briefs, all to be completed and filed within legal time frames. Court files are established, maintained, and all dockets reviewed. Subpoenas for witnesses and for the production of documents are typed, served, and filed with the respective circuits.

CLERICAL

Locates court cases, updates calendars, arrange attorney's schedules, and prepare files for court. Types briefs, memos, letters, leases, orders, motions, and opinions. Sorts mail, including letters, dockets, memos, forms, and publications to ensure attorneys receive mail on pertinent cases. Documents are filed, such as forms, correspondence, memos, reports, and contracts to organize and maintain information.

MINING & RECLAMATION DIVISION

BOARD OF MINE EXAMINERS

Appointed by the Governor

James R. West, Ex-Officio Chairman
Roscoe Boyd
Daniel Hundley
David Keeton
Shayne Olmstead
Roger Peeler
Drew Schlueter
Christopher Teeter

Dustin Morin
(Director of Mining & Reclamation)

MINE AND SAFETY INSPECTION SECTION

James R. West
(Mining Safety Chief)

1 Mine Inspection Supervisor
2 Mine Inspectors
1 Department Operations Specialist

ABANDONED MINE LAND RECLAMATION SECTION

Dustin Morin
(State Mine Land Reclamation Supervisor)

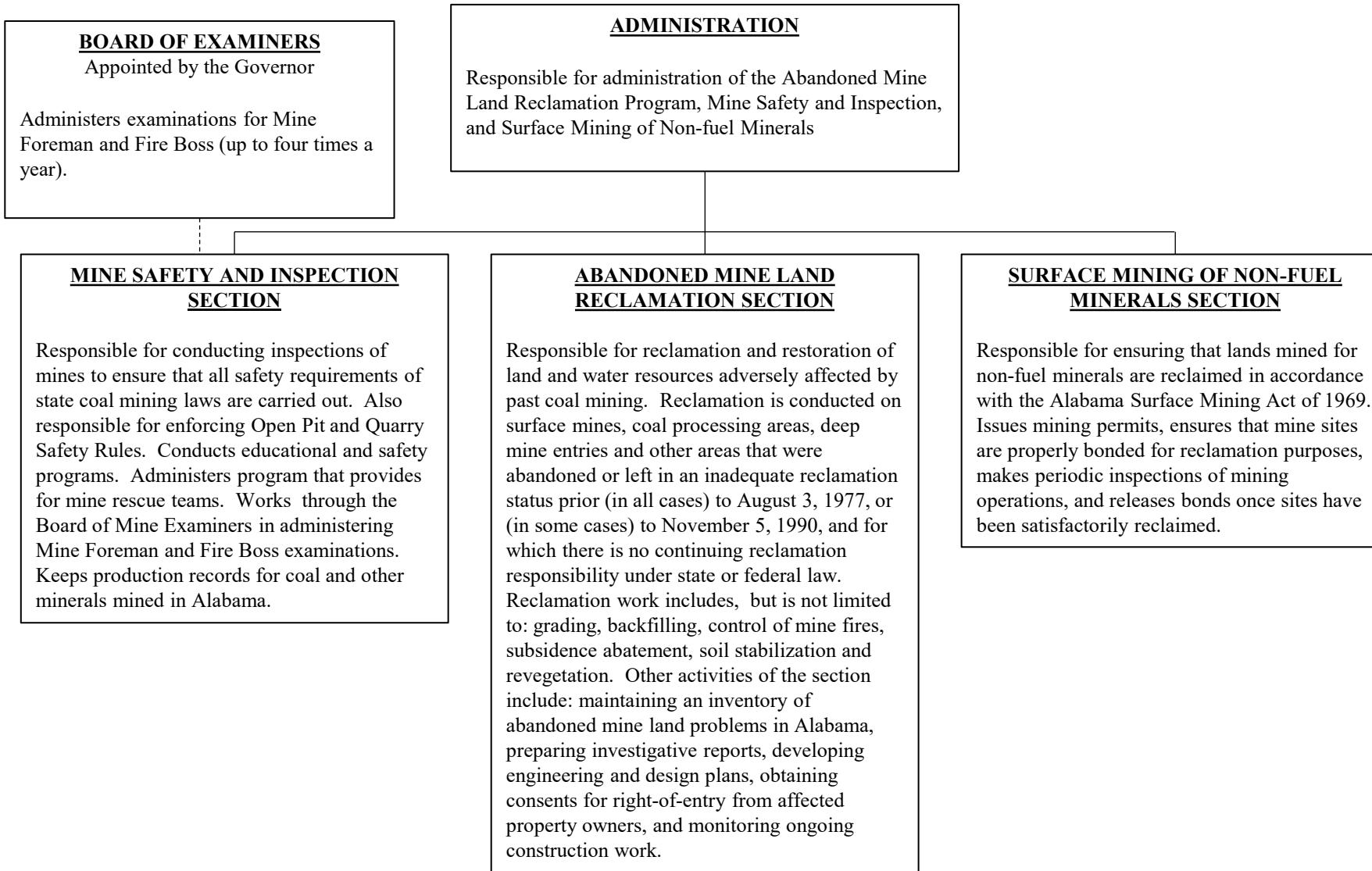
1 Professional Civil Engineer II
1 Engineering Graduate
4 Land Reclamation Inspector IV
1 GIS Specialist
1 Retired State Employee

SURFACE MINING OF NON- FUEL MINERALS SECTION

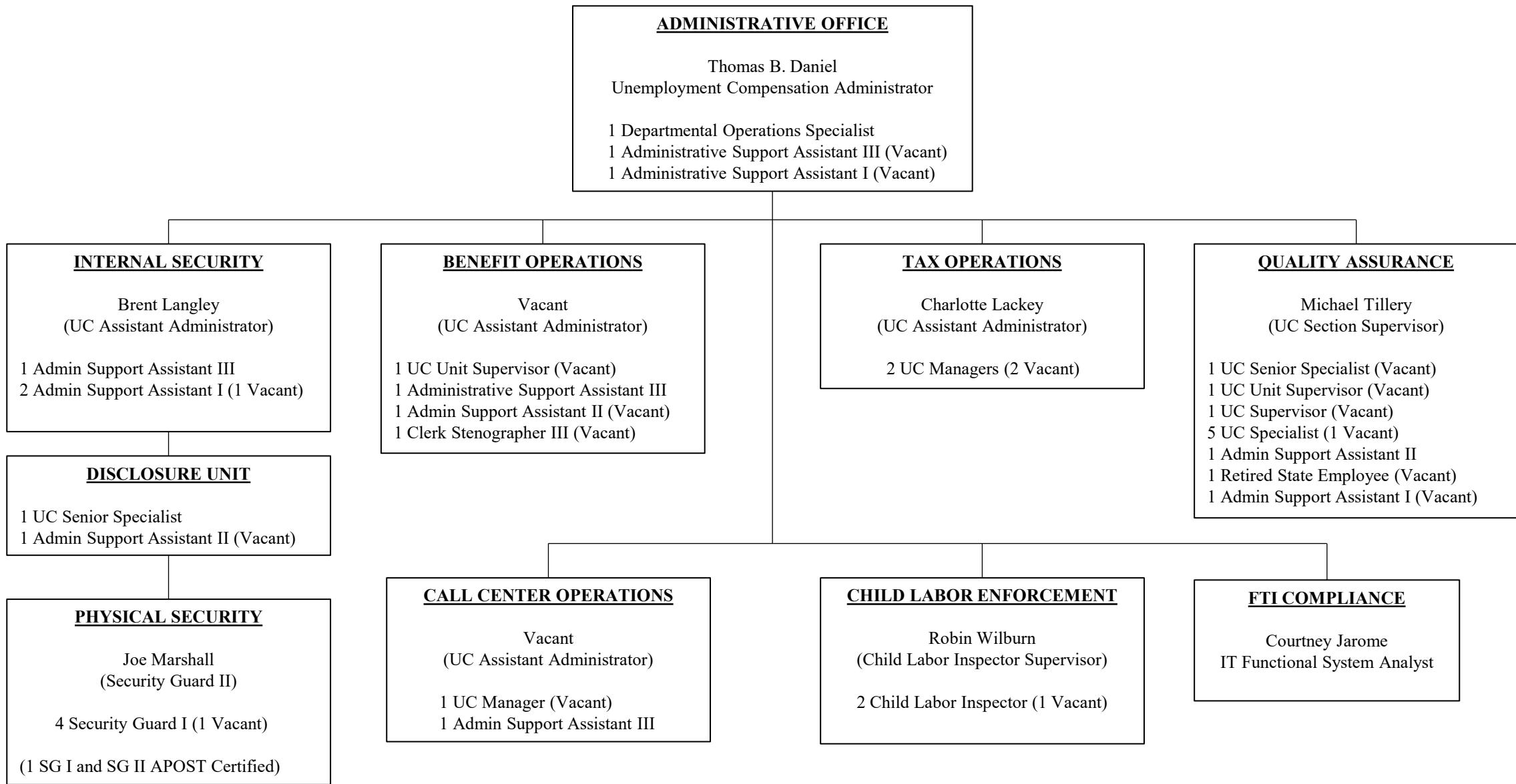
Dustin Morin
(Non-fuel Surface Mining Chief)

** Dual Capacity

MINING & RECLAMATION DIVISION



UNEMPLOYMENT COMPENSATION DIVISION



INTERNAL SECURITY

Conducts security/compliance related reviews and internal investigations in order to keep executive and/or program management informed on the integrity of Department operations. Reviews and evaluates information systems/operations to ensure that reasonable and prudent internal control are evident. Furnishes special security measures to unemployment compensation information systems by maintaining enhanced password and user-id systems. Conducts pre-employment background checks on all prospective Department employees. Provides all divisions in the Department with a mandatory system for reporting all security related incidents. Provides information and assistance to law enforcement agencies in locating suspected criminals or other missing persons. Evaluates the physical security of Department property and assets. Makes recommendations for improvement to provide for secure, efficiently operated DOL programs.

The Disclosure Unit is responsible for providing to claimants, employers, public officials and other authorized entities with releasable information. The Unit coordinates contracts with outside agencies for information sharing as well as assist in establishing child support offsets for the Unemployment Agency.

PHYSICAL SECURITY

Patrols the Central Office and Montgomery Career Center premises to control access and protect personnel and property.

Monitors the Central Office surveillance system. Produces and monitors access badge system for all employees.

Investigates incidents related to security and safety. Issues parking permits and monitors onsite and offsite parking facilities. Provides assistance to Administration as needed. Maintains the Secretary's vehicle to ensure reliability and readiness.

UNEMPLOYMENT COMPENSATION DIVISION

ADMINISTRATIVE OFFICE

Unemployment Compensation Administrator plans, directs, manages, and controls all functions and operations of the UC Division. Manages and controls all budget and position allocations for the entire UC Division. Responsible for child labor inspections to protect working minors.

BENEFIT OPERATIONS

Supervises and directs adjudication and processing of Interstate, CWC, Federal UCX and UCFE, TRA/TAA, ATAA, and DUA claims to insure accurate decisions and prompt payment of benefits. Supervises and directs all functions of benefit payment control activities. Oversees the Unemployment Insurance Data Validation Project which reviews and evaluates the accuracy and completeness of reported UC data submitted to the U.S. Department of Labor. Coordinates with other sections and agencies as necessary concerning procedures, legislation, and agency policy.

CALL CENTER OPERATIONS

Supervises call center operations across the state to provide for the processing of initial claims by telephone and via the internet. In addition, supervises an adjudication unit that conducts fact-finding and adjudication of initial claims in accordance with federal and state guidelines. Coordinates with other divisions and agencies to provide prompt and efficient service to claimants and employers.

CHILD LABOR ENFORCEMENT

The Alabama Child Labor Law was enacted to protect working minors. The law prohibits youths from working in occupations or places of employment, which could be harmful to their health or moral well being. By regulating the hours during which youths are allowed to work, the law ensures minors sufficient time to take advantage of their educational opportunities.

TAX OPERATIONS

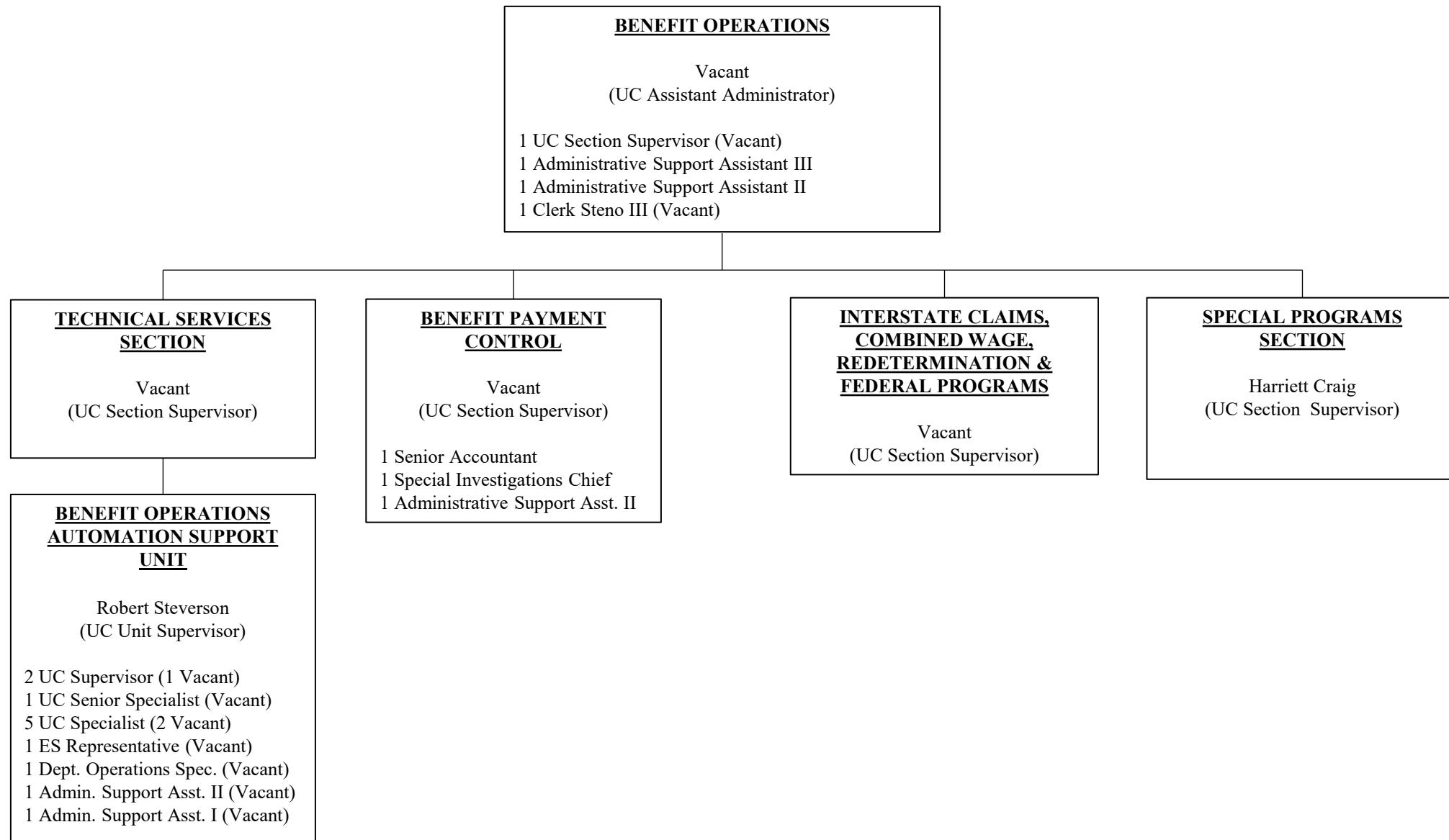
Plans, directs, and manages all tax activities. Supervises status determinations, tax rates calculations, collection enforcement documentation, account adjustments, tax deposits, and delinquent employer follow-up. Coordinates activity requiring field contact.

QUALITY ASSURANCE

Monitors and reports the quality level of benefit and tax operations. Maintains quality assurance records and makes recommendations for improvement.

UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS



UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS

BENEFIT OPERATIONS

Supervises and directs adjudication and processing of Interstate, CWC, federal UCX and UCFE, TRA/TAA, ATAA, and DUA claims to insure accurate decisions and prompt payment of benefits. Supervises and directs all functions of benefit payment control activities. Oversees the Unemployment Insurance Data Validation Project which reviews and evaluates the accuracy and completeness of reported UC data submitted to the U.S. Department of Labor. Coordinates with other sections and agencies as necessary concerning procedures, legislation, and agency policy.

BENEFIT PAYMENT CONTROL SECTION

Manages and supervises the overpayment recovery and prevention program. Responsible for promoting and maintaining the integrity of UC programs through prevention, detection, investigation, establishment, recovery, and prosecution of UC overpayments made to claimants. Maintains and conducts wage, workers' compensation, and Interstate crossmatch programs. Records and processes all cash and court repayments. Manages and supervises fact finding and adjudication of new hire issues.

BENEFIT SERVICES SECTION

Manages and supervises fact finding, adjudication, and processing Interstate, CWC, and federal claims to insure accurate decisions and prompt payment of benefits. Responsible for transfer and accounting functions involved with wage transfers and redeterminations. Processes, assigns wages, and determines eligibility on all claims filed under federal UCX and UCFE programs. Performs mandatory on-site federal reviews of federal installations to insure compliance. Records by word processing and data entry into computer adjudication information for Interstate, CWC, UCFE, and UCX claims.

TECHNICAL SERVICES DIVISION

Provides technical support and coordination between Benefit Operation and Call Center Operations Divisions. Plans, supervises, monitors, and evaluates UC activities by performing quality and quantity assessments, special studies, establishing policies and procedures, and evaluations. Provides technical assistance for Benefit and Tax Operations. Performs special projects for the UC Division Director. Plans and conducts ongoing and special measurement activities designed to measure the quality, quantity, and effectiveness of the UC Program. Develops new procedures based upon findings of assessments and requirements of new technological advancements.

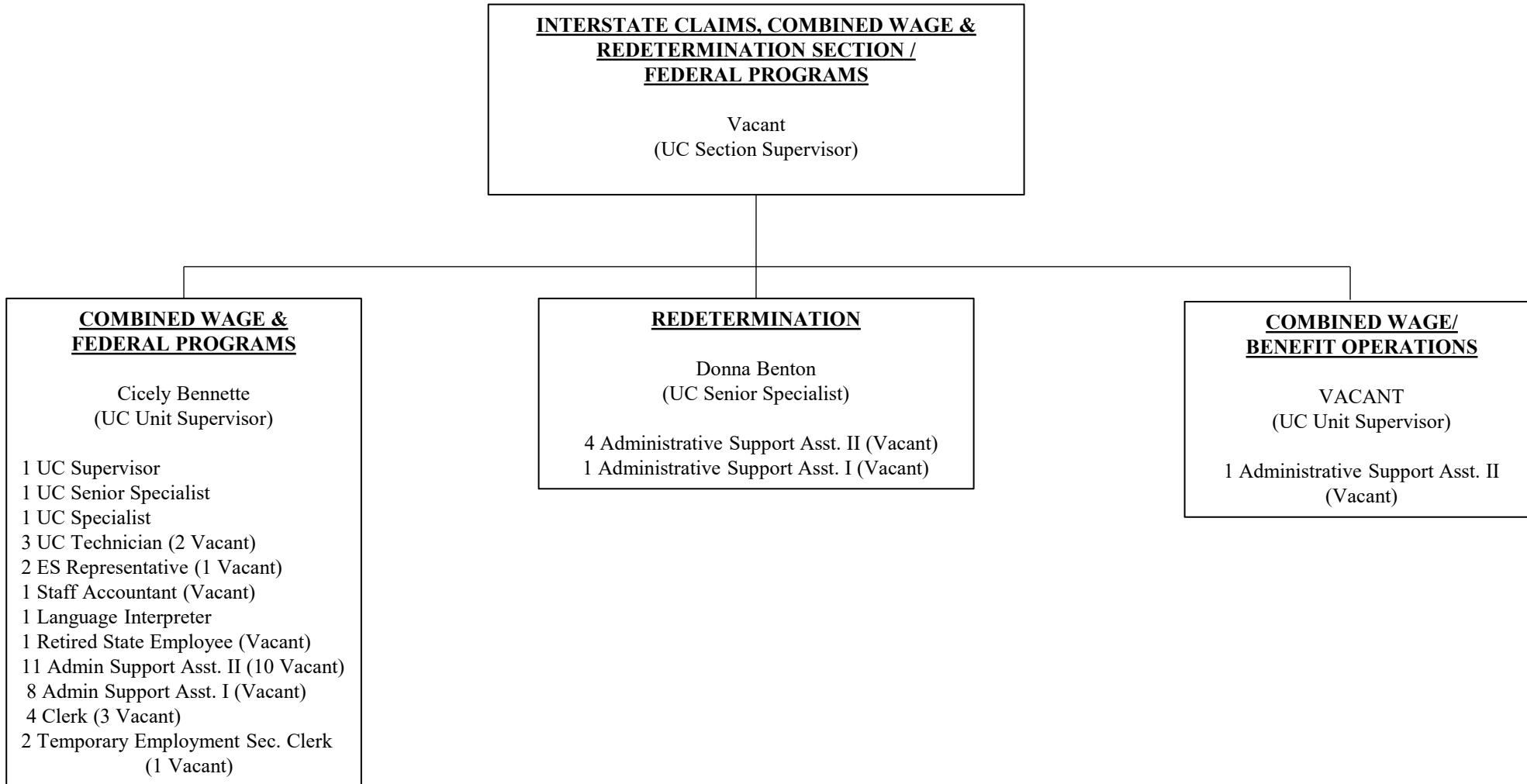
SPECIAL PROGRAMS SECTION

Manages and supervises the Trade Adjustment and Assistance Unit responsible for the adjudication and processing of initial and continued TRA/TAA, RTAA, EUC and DUA claims to insure accurate decisions and prompt payment of benefits. Manages and supervises Payment Processing Unit which assists employers filing electronic partial claims via Internet. Handles all issues created by or associated with partial claims. Advises employers and claimants the process of going from partial to total unemployment.

UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS

BENEFIT SERVICES SECTION

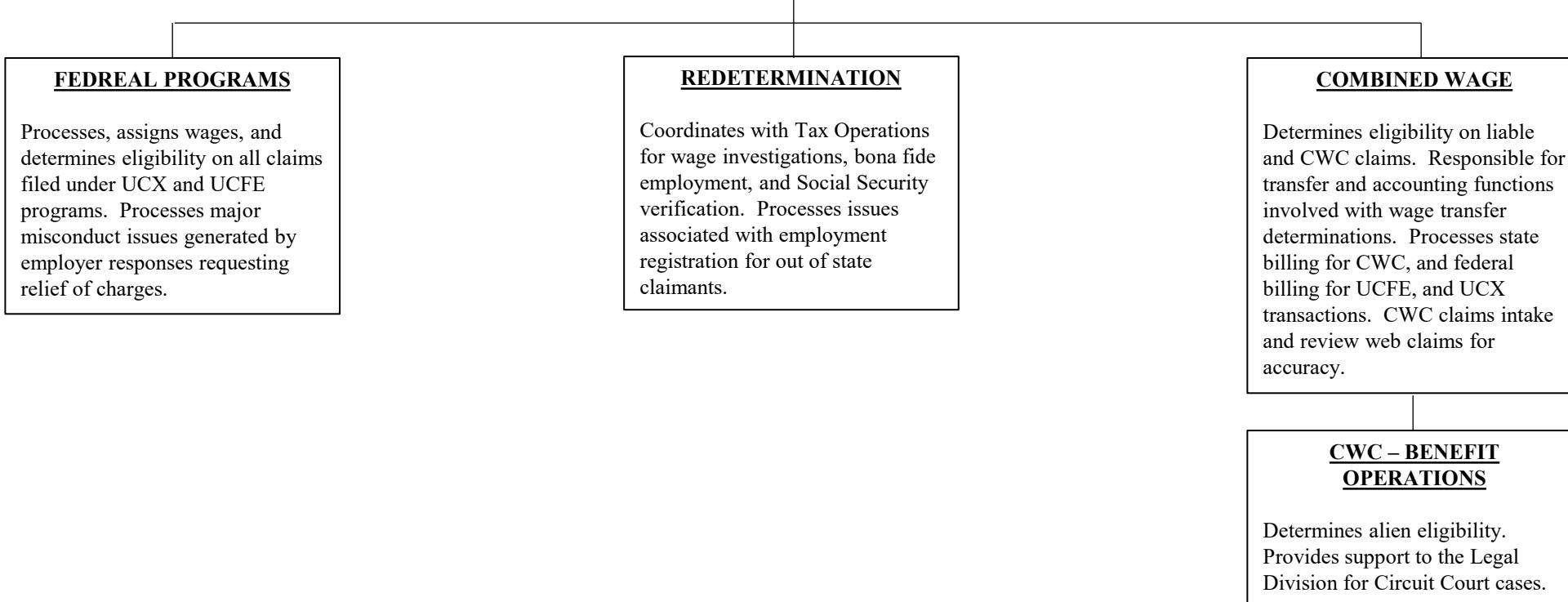


UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS

BENEFIT SERVICES SECTION

Manages and supervises intake functions and processing of Combined Wage and Federal claims to insure accurate decisions and prompt payments of benefits. Responsible for transfer and accounting functions involved with wage transfers and redeterminations. Processes, assigns wages, and determines eligibility on all claims filed under federal UCX and UCFE programs. Records by word processing and data entry into computer adjudication information for UCFE and UCX claims. Processes billing for Combined Wage, UCX, and UCFE claims. Provides interpretive services to Spanish speaking claimants; other sections and divisions requiring this service.



UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS

SPECIAL PROGRAMS SECTION

SPECIAL PROGRAMS SECTION

Harriet Craig
(UC Section Supervisor)

PAYMENT PROCESSING UNIT

Vacant
(UC Unit Supervisor)

2 UC Technician (1 Vacant)
5 Administrative Support Assistant II (Vacant)
1 Administrative Support Assistant I (Vacant)
1 Retired State Employee (Vacant)
1 Docket Clerk (Vacant)

TRADE & DISASTER CLAIMS UNIT

Conja Merritt
(UC Unit Supervisor)

1 Planning/Economic Dev. Specialist I/II (Vacant)
3 UC Specialist (Vacant)
5 ES Representative (Conditional) (2 Vacant)
2 ES Representative (Vacant)
1 Administrative Support Assistant II (Vacant)
2 Administrative Support Assistant I (Vacant)
4 Clerk (Vacant)
11 Retired State Employees
5 Temporary Employment Security Clerk

ADJUDICATION SUPPORT

Vacant
(UC Unit Supervisor)

1 UC Supervisor
1 ES Representative (Vacant)
4 Administrative Support Assistant II (Vacant)
2 Administrative Support Assistant I (Vacant)
1 Microfilm Service Manager (Vacant)
1 Clerk I (Vacant)

UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT OPERATIONS

SPECIAL PROGRAMS SECTION

SPECIAL PROGRAMS SECTION

Manages and supervises the Trade Adjustment and Assistance Unit responsible for the adjudication and processing of initial and continued TRA/TAA, ATAA, RTAA, and DUA claims to insure accurate decisions and prompt payment of benefits. Manages and supervises Payment Processing Unit which assists employers filing paper and electronic partial claims via Internet. Handles all issues created by or associated with partial claims. Advises employers and claimants the process of going from partial to total unemployment. Manages and supervises Adjudication Support Unit which receives records by word processing and data entry into Computer Adjudication Information System.

PAYMENT PROCESSING UNIT

Handles UC payment activity related to employer filing of partial claims for benefits. Assists employers in filing electronic partials via the Internet. Handles all issues created by or associated with partial claims. Advises employers and claimants the process of going from partial to total unemployment.

TRADE & DISASTER CLAIMS UNIT

Reviews, determines eligibility, and issues payments on all claims filed under TRA/TAA, ATAA, RTAA, and DUA programs. Monitors and supervises activities for TRA/TAA, ATAA, and RTAA with Call Centers and Career Centers, as well as training institutions.

ADJUDICATION SUPPORT

Records by word processing and data entry into computer adjudication information for Interstate, CWC, UCFE, and UCX claims. Maintains and processes Ben 241 separation information for all claims, including CWC, UCFE, and UCX. Handles all returned checks.

UNEMPLOYMENT COMPENSATION DIVISION

CALL CENTER OPERATIONS

CALL CENTER OPERATIONS

Vacant
(UC Assistant Administrator)

1 UC Manager (Vacant)
1 Administrative Support Assistant III

CENTRAL OFFICE CALL CENTER

VACANT
(UC Manager)

2 UC Unit Supervisor (1 Vacant)
1 UC Senior Specialist
6 UC Supervisor (3 Vacant)
16 UC Technician (12 Vacant)
83 ES Representative (79 Vacant)
1 Language Interpreter (Vacant)
2 Administrative Support Assistant III (1 Vacant)
7 Administrative Support Assistant II (6 Vacant)
2 Administrative Support Assistant I (Vacant)
23 Temp. Employment Security Clerk (Vacant)

CENTRAL OFFICE ADJUDICATION CENTER

Sandra Starnes
(UC Manager)

1 UC Section Supervisor (Vacant)
5 UC Unit Supervisor (4 Vacant)
8 UC Supervisor (6 Vacant)
1 UC Senior Specialist (Vacant)
3 UC Specialist (Vacant)
22 UC Technician (18 Vacant)
52 ES Representative (Vacant)
2 Administrative Support Assistant III (Vacant)
7 Administrative Support Assistant II (Vacant)
2 Administrative Support Assistant I (Vacant)
3 Retired State Employee (Vacant)
15 Temporary Employment Security Clerk (Vacant)

CENTRAL OFFICE FACT-FINDING

Gina Culp
(UC Supervisor)

7 UC Technician (5 Vacant)

UNEMPLOYMENT COMPENSATION DIVISION

CALL CENTER OPERATIONS

CALL CENTER OPERATIONS

Supervises call center operations for the processing of initial claims by telephone and via the internet. In addition, supervises an adjudication unit that conducts fact-finding and adjudication of initial claims in accordance with federal and state guidelines. Coordinates with other divisions and agencies to provide prompt and efficient service to claimants and employers.

CENTRAL OFFICE CALL CENTER

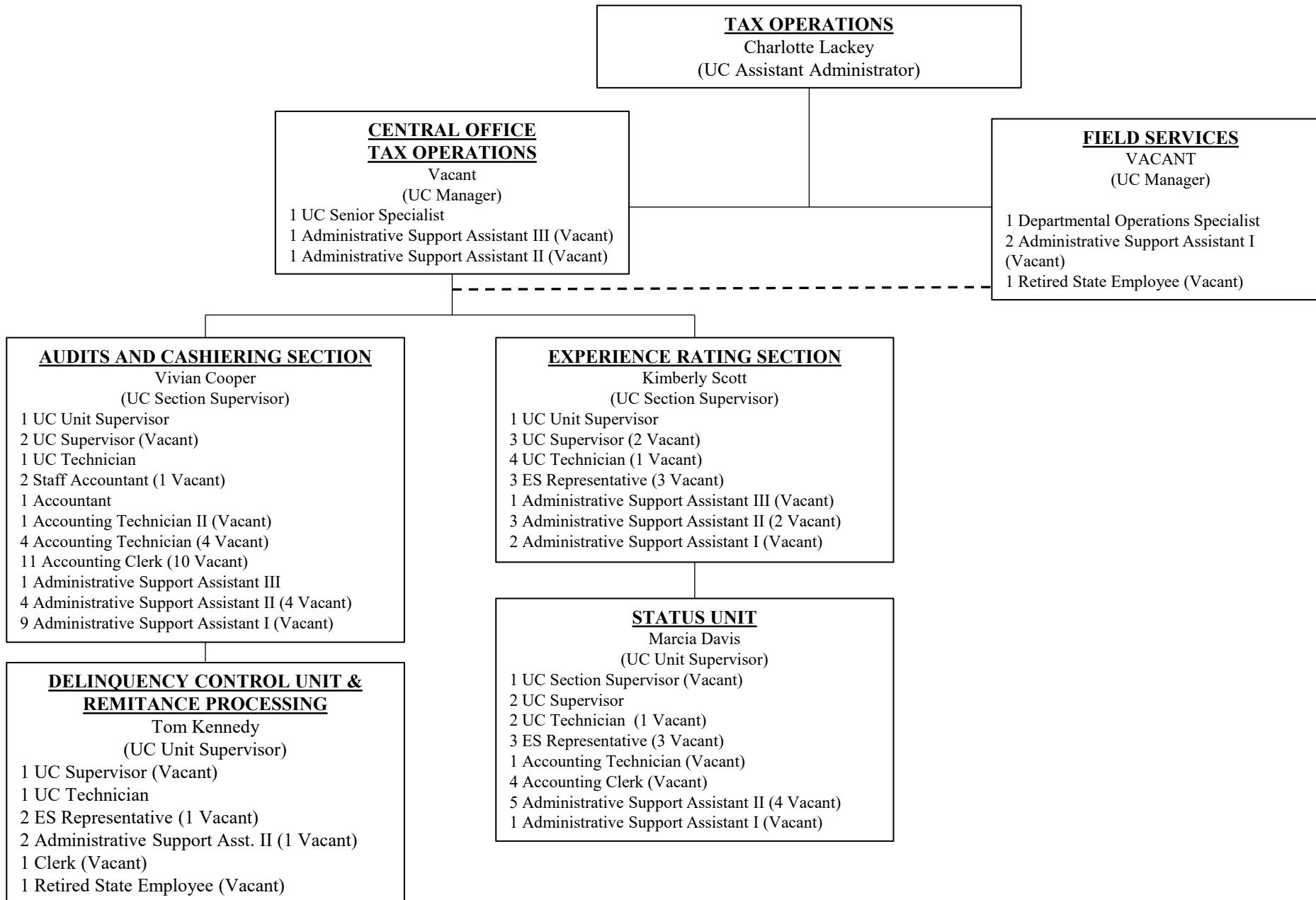
Provides initial claims taking activities by telephone and internet and conducts fact-finding and adjudication of issues. Provides prompt and efficient services to claimants and employers.

CALL CENTER TRAINING

Plans and conducts training based on findings of evaluations, quality, and quantity assessments, special studies, and changing program requirements.

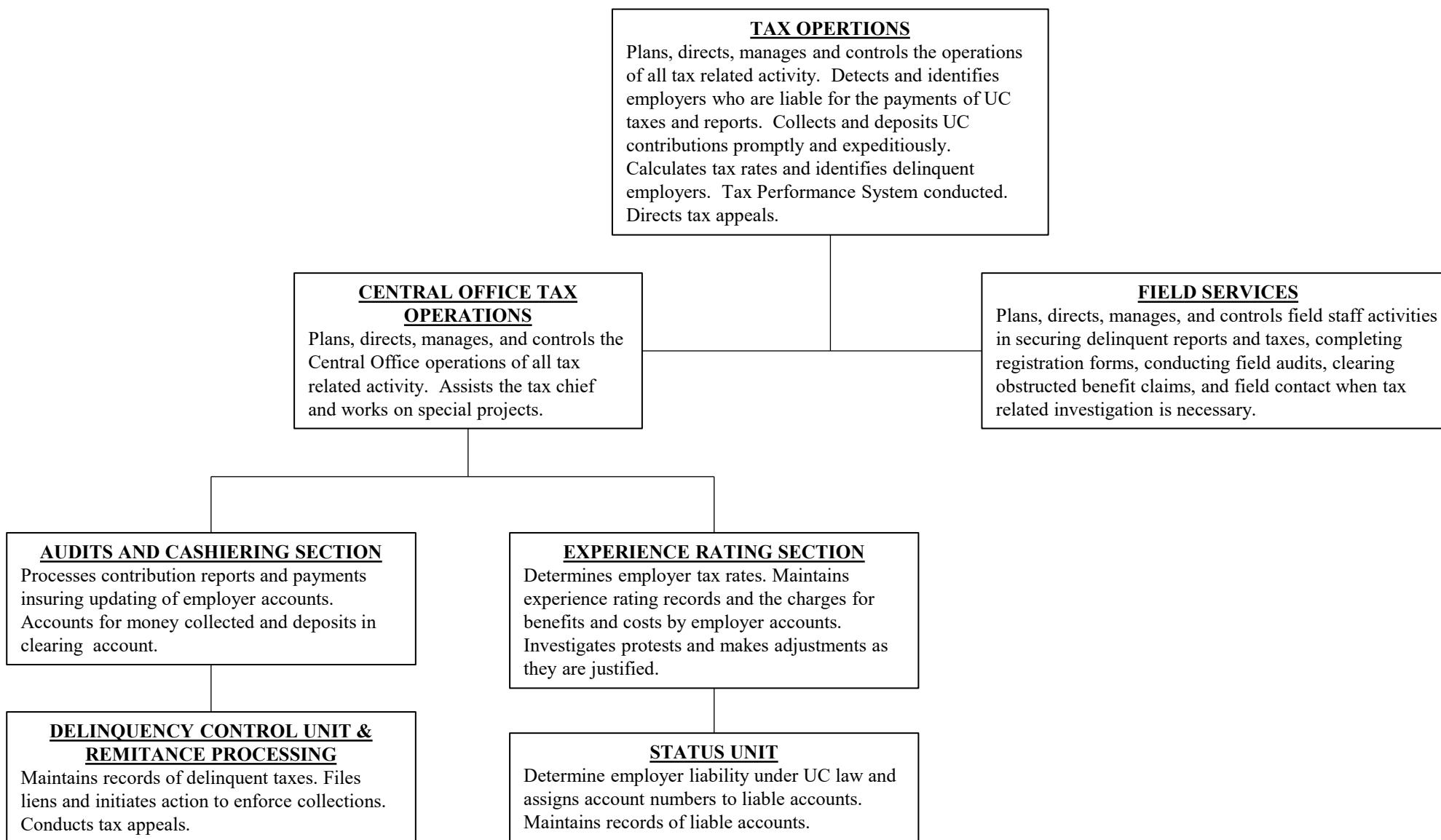
UNEMPLOYMENT COMPENSATION DIVISION

TAX OPERATIONS



UNEMPLOYMENT COMPENSATION DIVISION

TAX OPERATIONS



UNEMPLOYMENT COMPENSATION DIVISION

TAX OPERATIONS

FIELD SERVICES

FIELD SERVICES

VACANT

(UC Manager)

- 1 UC Senior Specialist
- 1 Departmental Operations Specialist
- 2 Administrative Support Assistant I (Vacant)
- 1 Retired State Employee (Vacant)

BIRMINGHAM DISTRICT TAX OFFICE

Lola Small
(UC Section Supervisor)
1 UC Unit Supervisor
7 UI Field Deputy (4 Vacant)
2 Accountant (Vacant)
1 Admin Support Assistant III
2 Admin Support Assistant II (1 Vacant)

MONTGOMERY DISTRICT TAX OFFICE

Munich Cabbie-Ware
(UC Section Supervisor)
1 UC Unit Supervisor (Vacant)
5 UI Field Deputy
1 Admin Support Assistant III
1 Admin Support Assistant II (Vacant)
1 Admin Support Assistant I (Vacant)

HUNTSVILLE DISTRICT TAX OFFICE

Sharon Matthews
(UC Section Supervisor)
1 UC Unit Supervisor (Vacant)
5 UI Field Deputy (2 Vacant)
2 Accountant (Vacant)
1 Admin Support Assistant III
1 Retired State Employee (Vacant)

MOBILE DISTRICT TAX OFFICE

VACANT
(UC Section Supervisor)
1 UC Unit Supervisor
5 UI Field Deputy (2 Vacant)
2 Accountant (Vacant)
1 Admin Support Assistant III
4 Admin Support Assistant I (Vacant)

OUT-STATION

1 UC Unit Supervisor
6 UI Field Deputy (2 Vacant)
1 Accountant/Deputy
1 Admin Support Asst. III

Alabaster
Anniston
Tuscaloosa

OUT-STATION

7 UI Field Deputy (2 Vacant)
1 Accountant

Dothan
Enterprise
Opelika
Selma
Troy

OUT-STATION

6 UI Field Deputy (2 Vacant)

Cullman
Decatur
Gadsden
Jasper
Sheffield

OUT-STATION

1 Deputy (Vacant)

Foley

UNEMPLOYMENT COMPENSATION DIVISION

TAX OPERATIONS

FIELD SERVICES

FIELD SERVICES

Plans, directs, manages, and controls field staff activities in securing delinquent reports and taxes, completing registration forms, conducting field audits, clearing obstructed benefit claims, and field contact when tax related investigation is necessary.

DISTRICT TAX OFFICE

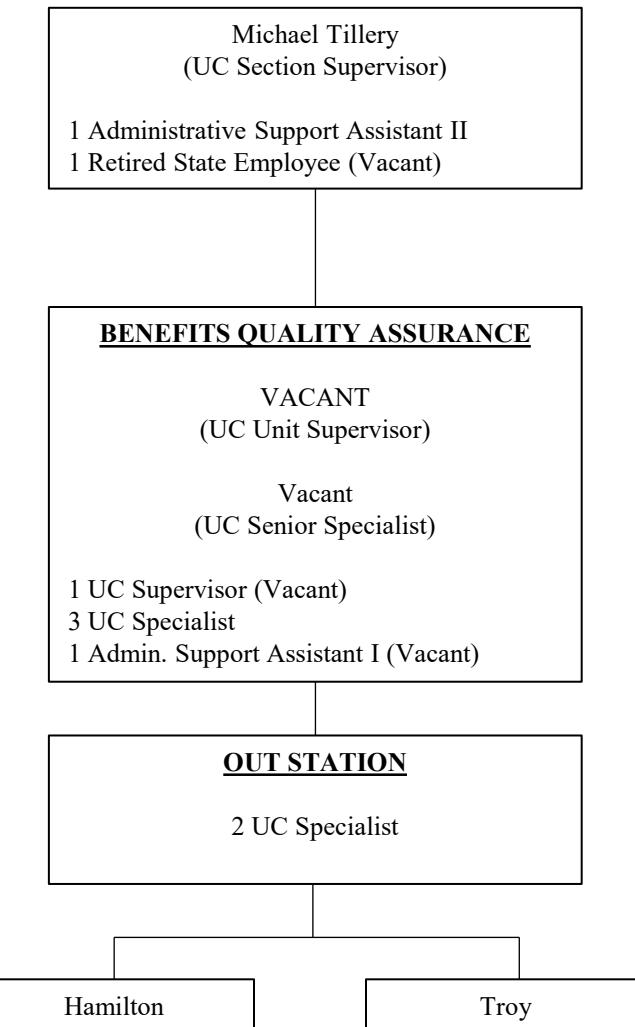
Calls or visits employers, accountants, and attorneys to secure data, collect taxes and reports, or to disseminate UC tax information. Conducts audits of employers' records and clears obstructed benefit claims.

OUT STATION

Personnel out-stationed from district tax offices are an extension of that office and perform identical duties as other field deputies.

UNEMPLOYMENT COMPENSATION DIVISION

QUALITY ASSURANCE SECTION



UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT PAYMENT CONTROL

BENEFIT PAYMENT CONTROL

Vacant
(UC Section Supervisor)

1 Administrative Support Assistant II

ADMINISTRATIVE UNIT

Kathy Ware
(Senior Accountant)

1 Accountant
4 ES Representative (3 Vacant)
3 Account Clerk (Vacant)
1 Administrative Support Assistant II

INVESTIGATIONS

Darrell Jones
(Special Investigations Chief)

2 UC Supervisor (1 Vacant)
2 UC Specialist (1 Vacant)
12 Special Investigators (3 Vacant)
2 Retired State Employee (Vacant)
1 Docket Clerk (Vacant)

NEW HIRE

William "Greg" Wilson
(UC Supervisor)

1 UC Specialist
1 UC Technician
2 ES Representative (1 Vacant)
2 Admin. Support Asst. II (Vacant)
2 Admin. Support Asst. I (Vacant)
1 Clerk (Vacant)
2 Retired State Employee (Vacant)
1 Temp. Employment Sec. Clerk (Vacant)

NEW HIRE COMPLIANCE

Mary Billups
(UC Supervisor)

1 UC Technician
1 ES Representative (Vacant)
2 Admin. Support Asst. II (Vacant)
4 Admin. Support Asst. I (Vacant)
6 Retired State Employee (Vacant)

RECOVERY

Coyette Rogers
(UC Supervisor)

1 UC Specialist (Vacant)
2 UC Technician (1 Vacant)
3 ES Representative (Vacant)
2 Admin. Support Asst. II (Vacant)
3 Admin. Support Asst. I (Vacant)
1 Retired State Employee (Vacant)
1 Temp. Employment Sec. Clerk (Vacant)

UNEMPLOYMENT COMPENSATION DIVISION

BENEFIT PAYMENT CONTROL

BENEFIT PAYMENT CONTROL SECTION

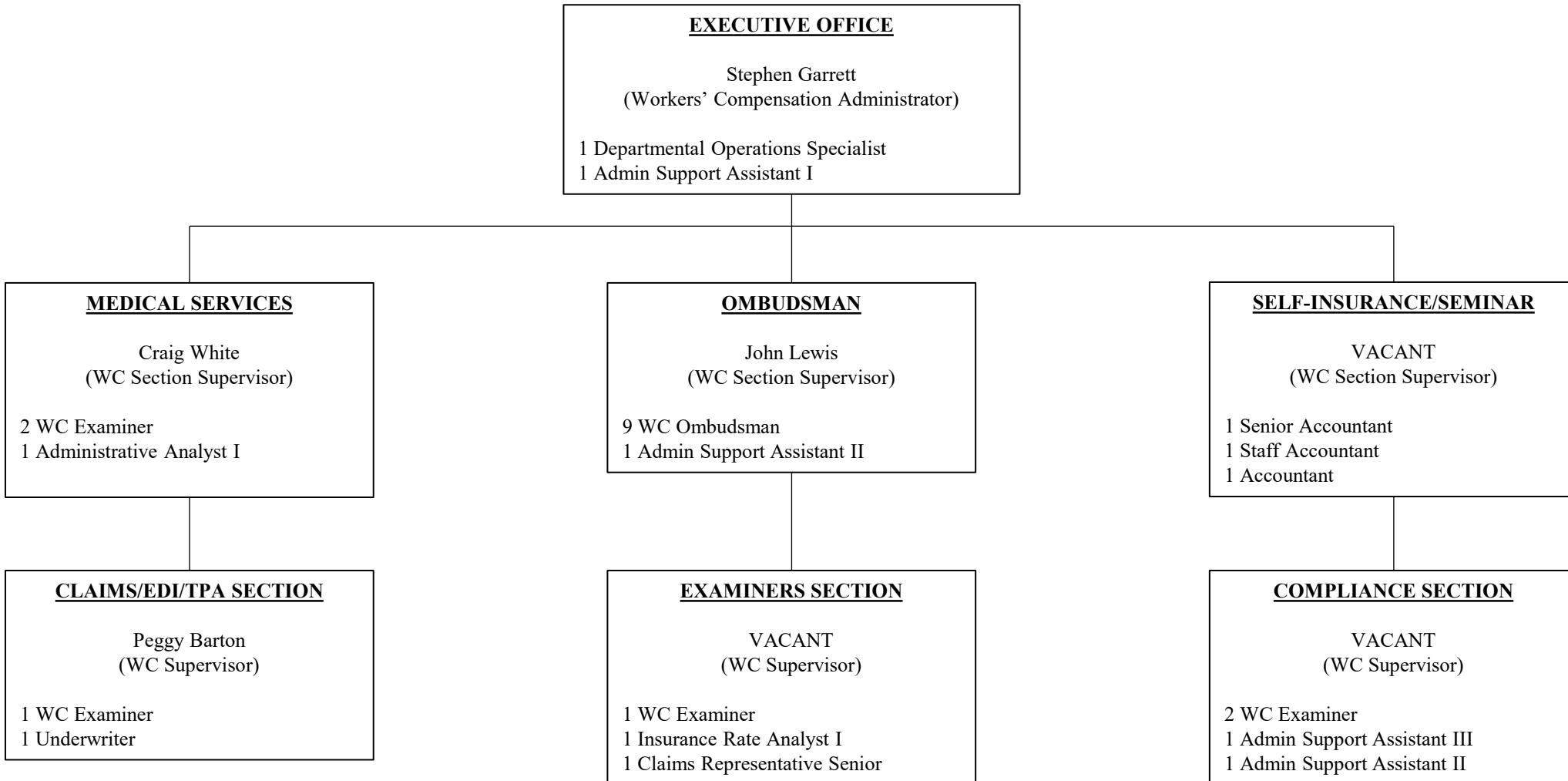
Manages and supervises the overpayment recovery and prevention program. Responsible for promoting and maintaining the integrity of UC programs through prevention, detection, investigation, establishment, recovery, and prosecution of UC overpayments made to claimants. Maintains and conducts wage, workers' compensation, and Interstate crossmatch programs. Records and processes all cash and court repayments. Manages and supervises fact finding and adjudication of new hire issues.

BENEFIT PAYMENT CONTROL SECTION OUT-STATIONS

Field investigators in out-stationed areas. Conducts and monitors field investigations, recovery, prosecution, and civil action activities resulting from benefit crossmatch programs and other issues related to unemployment claims.

Birmingham
Dothan
Huntsville
Mobile
Montgomery
Opelika
Troy
Tuscaloosa

WORKERS COMPENSATION DIVISION



WORKERS COMPENSATION DIVISION

EXECUTIVE OFFICE

The Workers' Compensation Division is responsible for the efficient administration of the Alabama Workers' Compensation Law to ensure prompt payments of benefits to injured employees and encourage safety in the workplace. Provides that benefits be paid for disability or death resulting from injuries from employment. Provides for certain information to be filed with the Department such as reports of all injuries or fatalities, settlement of claims disposition cases, and initiation and cessation of compensation payments. Provides for compensation through civil action and compensation for occupational disease.

MEDICAL SERVICES

Individually negotiates with hospitals and ambulatory surgery centers in the state to ascertain the prevailing rate of reimbursement. Works in concert with advisory committees for various provider groups to ascertain the prevailing rate of reimbursement for each group. Research and develop a reimbursement for each group. Research, develop, and insure currency of utilization management and bill screening adjudication rules. Manages the Drug-Free Workplace certification program, the Utilization Workplace certification program, the Utilization Management and Bill Screening certification program, and Administrative Rules. Serves as administrative assistant to the Medical Services Board and each of the advisory committees. Compiles statistics on the number and type of workers' compensation claims.

OMBUDSMAN

Assists employees, employers, and others to protect their rights or answer questions concerning the Workers' Compensation Law. Investigates complaints by communicating with employers, insurance carriers, or health care providers. Mediates Workers' Compensation disputes when requested by the parties or by court order. Issues interlocutory order when there is a dispute between carriers as to which is liable for a claim.

SELF-INSURANCE/SEMINAR

Compiles annual and quarterly financial reports for group funds. Reviews, audits, and analyzes audited financial statements for group funds to insure their financial solvency. Audits and reviews adequacy of security deposits and excess coverage. Verifies compliance with group fund rules and the Alabama Workers' Compensation Law. Issues certificates of coverage to group fund members. Consults with contract actuaries in determining and verifying adequate claims reserves.

CLAIMS/EDI/TPA/SECTION

The Claims Section has responsibility for recording First Report of Injury, handling settlements in court, and ensuring that Supplementary Reports on these claims are received from insurance companies on a timely basis. Handles open files from first payment of compensation until compensation has been terminated and the Final Report and Settlement has been received. Reviews and audits all closing reports for accuracy and completeness. Certifies Third-Party Administrators as an individual, partnership, or corporation to have full authority to engage in the business of investigating and paying claims under the Alabama Workers' Compensation Law. Coordinates electronic data interchange program.

EXAMINER SECTION

Assists employees, employers, and others to protect their rights or answer questions concerning the Worker' Compensation Law. Investigates complaints by communicating with employers, insurance carriers, or health care providers.

COMPLIANCE SECTION

The Compliance Section coordinates with all employers that employ more than four employees to determine if they are in compliance with the Alabama Workers' Compensation Law. Processes corporate officer exemptions. Supervises field examiners. Appropriately handle phone calls regarding alleged workers' compensation fraud.