

TRAINING AND EMPLOYMENT NOTICE	NO. 25-05
	DATE April 24, 2006

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON
Administrator
Office of Workforce Security



SUBJECT: Training and Career Development Opportunity for Unemployment Insurance Appeals Staff

- Purpose. To provide state workforce agencies (SWAs) information about the training and career development opportunity for Unemployment Insurance (UI) appeals staff scheduled for June 19 - 22, 2006, in San Diego, California; and to encourage staff participation in the conference.
- Background. Every third year, the U. S. Department of Labor's Office of Workforce Security works with the National Association of UI Appellate Boards (NAUIAB) to expand the NAUIAB conference to include training for states' appeals administrative staff. The 2006 conference for UI appeals staff will offer key state and Federal staff whose responsibilities include UI appeals activities the opportunity to share ideas, successful practices, and management strategies which improve appeals performance. Topics/issues to be addressed include: Disaster Planning and Recovery Issues for Administrative Staff; Digital Recordings of Hearings and the Impact on Administrative and Hearing Officer Staff; What Information Can Be Provided to Claimants, Employers, and Others; Appeals Case Workflow; Communication between Hearing Officers and Administrative Staff; Customer Satisfaction Survey Issues; Pros and Cons of Centralized Appeals Operations; and Automation Aspects of Decision Preparation. Other topics/issues of interest to all will include: UI Administrative Funding; Decision Writing; Ethical Issues and Challenges; Case Aging Core Measures; Tax Rate Manipulation; and many other worthwhile topics. The conference will also provide an opportunity to hear from U.S. Department of Labor officials representing the Employment and Training Administration as well as an opportunity to participate in a series of "hands on" workshop sessions.
- Logistics. The conference will be held June 19-22, 2006, at the Wyndham Hotel at Emerald Plaza in San Diego, California. Additional information about hotel accommodations, conference registration, agenda items and related matters is available on the NAUIAB Web site at: <http://nauiab.org/about.htm>. Conference attendees are responsible for their own travel arrangements and costs.

4. Action Required. State Administrators are requested to provide this information to appropriate appeals staff, including administrative staff, and encourage participation in the conference, including participation on workshops as panelists and/or moderators.
5. Inquiries. Inquiries should be directed to the appropriate Regional Office.