



<b>WORKING TITLE:</b> LEAVE AND BENEFITS MANAGER	<b>CLASSIFICATION:</b> MANAGEMENT ANALYST
<b>DEPARTMENT:</b> ADMINISTRATION	<b>DIVISION:</b> HUMAN RESOURCES
<b>PAY RANGE:</b> NBYCM 20	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MARCH 2020

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs technical and professional level management support functions in the daily administration of human resource services. Executes the County’s leave, wellness, workers compensation and benefit programs at the direction of the Human Resource Manager. Manages all leave of absence cases to include general administration, comprehensive case management, and program compliance with family medical leave, workers compensation claims, ADA, USERRA, and all related employment laws. Provides training and advice to Supervisors and Employees.

Performs complex and confidential administrative and clerical support to Human Resource operations. Assists the Human Resource Manager in functional areas including leave administration and compliance, training and development, employment, benefit administration, employee relations, compensation, and organizational development. Participates in coordination of activities, projects and ongoing maintenance of organized, efficient systems which support HR functions. Provides internal and external customer service.

***SUPERVISION RECEIVED:***

Work is performed with considerable independent and professional judgment under supervision of the Human Resource Manager.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this position.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Administers all aspects of the County’s leave and workers compensation programs in accordance with applicable federal and state employment laws (e.g., FMLA, OFLA, ADA, USERRA Pregnancy Discrimination Act, Workers' Compensation etc.) and collective bargaining agreements (CBA), including complex leaves interacting with multiple laws, benefits, and business demands.
- Coordinates with HR and payroll staff to administer the County’s benefit programs (group medical, dental, vision, life insurance, short term disability, VEBA (VEBA), Flexible

Spending Account (FSA), COBRA, voluntary products, FET, and Employee Assistance Programs (EAP).

- Ensures benefits are administered according to law, policy, and CBA.
- Serves as the subject matter expert and main contact for managers and employees for leave, accommodation, and workers compensation programs.
- Works closely with other HR staff to ensure pay and benefits for employees on leave are administered timely, accurately, and according to law, policy, and CBA.
- Approves and/or denies leave based on eligibility and relevant medical information ensuring HIPAA and privacy laws are followed.
- Ensures workers compensation and short-term disability claims are processed in a timely manner.
- Researches and recommends reasonable accommodation solutions for employees per law and policy.
- Maintains responsibility all benefit, leave, and workers compensation reporting required by law (i.e. ACA, OSHA, etc.) is accurately completed and submitted on time per law and policy.
- Manages all administrative aspects of leave to include tracking hours used/taken and works closely with Payroll to ensure that pay for employees is accurate and correct.
- Maintains appropriate contact with employees on leave and coordinates all aspects of return to work for employees returning from leave.
- Reconciles insurance provider invoices/bills to ensure accuracy.
- Partners closely with all HR business partners on all leave cases, workers compensation claims, and benefit administration.
- Conducts research and investigation into benefit, leave, and workers compensation cases and recommends viable resolutions to issues.
- Provides educational support to management and employees related to compliance and administration of leaves.
- Assists employees with leave, workers compensation, and benefit issues and/or concerns.
- Participates in developing and working toward HR goals and objectives.
- Communicates effectively and respectfully with all levels of the organization and outside business partners, both verbally and in writing.
- Represents the County to outside union representatives, attorneys, and arbitrators working closely with managers and unions to resolve problems.
- Performs all other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Government organization and procedures.
- State and federal employment laws and regulations, especially those related to leave and workers compensation.
- Confidentiality rules, especially those specific to the HR function.
- County policies and procedures as required by the position.
- Labor relations.

- Related document retention schedules.

**SKILL IN:**

- Identifying the nature of problems and developing legal and effective resolutions.
- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.
- Interpreting data, e.g., charts, graphs, ratios, and percentages.
- Adapting to change.

**ABILITY TO:**

- Communicate effectively and respectfully within all levels of the organization.
- Respond to general & specific questions regarding employee benefits, employment law, administrative policies, and collective labor agreements.
- Display high degree of judgment, discretion, and confidentiality.
- Effectively interact with persons in difficult and stressful situations.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Work independently and manage time efficiently.
- Establish and maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general, while projecting a professional image through in-person and telephone interaction.
- Perform administrative tasks via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision.
- Manage variation in workload and subject matter.
- Operate and succeed within a team.
- Attain and maintain designation as an Authorized Designee (AD) for the purpose of conducting criminal records checks of prospective and current employees.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from a four-year college or university with major course work in human resources, organizational development, public administration, business administration or a related field; and two (2) years of increasingly responsible human resource professional level experience related to this position; OR Valid Certification as a Professional in Human Resource awarded by the Human Resource Certification Institute, and three (3) years professional level experience related to this position; OR Five (5) years HR experience related to this position with three (3) of those years at the professional level.

Preference will be given to candidates who are HRCI certified as a Professional in Human Resources (PHR) or above, and candidates with public sector experience.

**OTHER REQUIREMENTS:**

Ability to work Monday through Friday at the work site with occasional availability on the weekends if needed.

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of related background check(s) including LEDS (Law Enforcement Data Systems) and qualifying as an Authorized Designee for the purpose of conducting criminal records checks of employees.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings and trainings, some of which may require overnight stays. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*