

Employee Leave Administrator Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: Confidential Grade 64

Approved: 1/3/2022

Revised: 5/23

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college with a Bachelors degree AND four (4) years of full time paid experience in administering employee benefit programs, which must have included Workers' Compensation claims, FMLA and medical leaves of absence as a primary function; OR,
2. Graduation from a regionally accredited or New York State registered college with an Associates degree AND six (6) years of full time paid experience in administering employee benefit programs, which must have included Workers' Compensation claims, FMLA and medical leaves of absence as a primary function; OR,
3. Graduation from high school or possession of a high school equivalency diploma AND eight (8) years of full time paid experience in administering employee benefit programs, which must have included Workers' Compensation claims, FMLA and medical leaves of absence as a primary function.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position primarily involves responsibility for coordinating, administering and processing employee requests for medical leave(s) of absence and the County's self-insured Workers' Compensation plan to include: FMLA, disability leave, workers' compensation and 207-C claims, bereavement, cancer Screening, Covid-19, emergency leave-sharing program. An employee in this class will administer and manage claims through the life-cycle including employee return to work plans. The incumbent may assist with a wide array of other benefit programs and initiatives. The position involves responsibility for performing technical aspects and reporting duties in the processing of employee medical leave of absence claims. There is a wide range of internal contact as the incumbent collaborates with and provides direction to employees, supervisors, department heads, and officials on a variety of issues. External contacts are with professional associates in the development and delivery of service. Depending upon the work location, an employee in this class may supervise a single work unit consisting of clerical staff. Due to extensive computer use, this job requires extreme visual effort and a considerable knowledge of the hardware and skill with the various pieces of software necessary to process employee leaves. The incumbent will perform all related duties as required. The work is performed under the general supervision with wide latitude for independent judgement of the Human Resources Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists with employee leaves and claims through the entire life-cycle up to and including return to work;
- Administers the County's self-insured Workers' Compensation plan, 207-c, FMLA, disability leave and other medical and non-medical leave programs and benefits;
- Works closely with and provides directions to the County's Third Party Administrator in the management of Workers' Compensation and 207c claims;
- Oversees from beginning to end for Employee Workers' Compensation filing of claims.
- Oversees the receipt and processing of claims for Workers' Compensation, 207-c, disability and other related leave requests and claims and gathers required information;
- Reviews and administers required employee medical related documentation for approval for medical leave of absence and correct pay eligibility;

- Audits and approves leave related payroll reports for payroll processing.
- Performs data entry through third-party vendor websites and County proprietary and other software programs;
- Coordinates the reporting and investigation of suspected fraud or abuse and assists in the compilation of information necessary to reach decisions;
- Assists employees in filing for medical leave and claims and with other benefit related matters;
- Communicates to supervisor and/or department head regarding status of an employee leave of absence status as well as paid status.
- Communicates to employee about pay and unpaid status in relation to a leave of absence;
- May represent the County at hearings before the State Workers ' Compensation Board on converted claims;
- Maintains compliance with laws and regulations and ensures that requirements related to reports, waivers, and notices are met in a timely manner;
- Consults with legal counsel on matters as necessary;
- Analyzes occupational accident, illness and injury reports to identify trends;
- Schedules and coordinates meetings with Workers' Compensation Carrier and appropriate county personnel as needed;
- Completes various requirements for Independent Medical Review scheduling and follow-up.
- Maintains a computerized data base of employee leave of absence, including but not limited to the calculation of FMLA hours;
- Prepares various types of written communications and reports;
- Maintains reference materials, forms and updates, relative to leave of absence areas;
- Evaluates procedural requirements and their effectiveness for the administration of leave benefit programs;
- Administers various employee leave benefits and other fringe benefits;
- Provides outstanding customer service to employees in assisting them in gaining a better understanding of their eligibility of the various employee leave benefits extended to them by Tompkins County and third-party providers;
- Addresses leave of absence related questions for management, employees, dependents, as well as various providers;
- May inform and assist employees with regard to the NYS Disability Retirement System;
- May assist in gathering necessary information for completing and processing payroll status reports, as well as reports to various agencies;
- May participate in County Safety Programs;
- May attend workshops and meetings;
- Complete annual mandatory trainings;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of policies, procedures, negotiated provision and legal requirement in medical leave of absence areas;
- Thorough knowledge of the procedures involved in processing workers' compensation and other occupational claims;
- Good knowledge of benefit administration policies and procedures pertaining to work related injury and illness claims;
- Working knowledge of laws and regulations that may be related to medical leaves and benefits or general employment matters, including but not limited to Title VII of the Civil Rights Act of 1964 and Equality Act;
- Equal Employment Opportunity Commission;
- New York Human Rights Law and others;
- Ability to analyze data, perform research, and prepare a variety of reports;
- Ability to maintain accurate records;
- Ability to read and interpret policies and comprehend complex legal information;
- Ability to establish and maintain cooperative and effective working relationships with employees, vendors and others;
- Ability to communicate effectively, both verbally and in writing;
- Good organizational skills;
- Good judgment, initiative, resourcefulness, and tact;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

