LEAVE PLAN ADMINISTRATOR

Code No. 3-05-276
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for managing, processing and tracking leaves of absences and leave accruals while ensuring compliance with federal and state regulations and internal policies. Duties include creating reports for internal use and managing electronic reporting systems such as leave accrual module databases and related tasks and operations. Duties also include anticipating trends and forecasting outcomes based upon the awards and exceptions. The employee reports directly to, and works under the general supervision of a Human Resources Director or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops, implements and maintains tracking system for leaves of absences and performs data analysis;

Assists in the implementation of new programs and changes to plans and/or administrative procedures;

Reviews the leave accrual data, identifies process improvements and assists with resolutions;

Communicates with employees regarding leave and accrual changes and reports payroll adjustments;

Interprets and updates employees and administrators regarding employee leave and accrual concerns;

Assists in determination of eligibility for various leave benefits, including vacation eligibility dates;

Manages and runs computer programs to process leave accruals, including leave proration, annual leave accrual awards, and leave accrual for new hires;

Coordinates employee long-term leaves, reviews leave status, and updates employee records as necessary;

Reports overused illnesses, personal time and vacation to payroll;

Reviews union contracts and other employee benefits provisions and changes, and identifies process changes necessary for compliance;

Identifies needed processes, and manages development of new processes for leave administration, such as: miscellaneous paid leave processes, Federal Medical Leave Act (FMLA) processes, long-term paid and unpaid leave benefits, and leave approval and entry.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of effective leave administration practices; good knowledge of the goals, objectives and priorities of data tracking programs; good knowledge of FMLA; ability to analyze data and provide recommendations; ability to understand federal and state leave regulations including: FMLA, Health Insurance Portability and Accountability Act (HIPAA) and the American with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA); ability to determine trends and forecast outcomes; ability to audit existing data; ability to utilize related

computer software and write complex queries; ability to identify basic problems and procedural irregularities, collect data, establish facts, and draw valid conclusions; ability to organize material; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources or Finance or a closely related field plus four (4) years paid full-time or its part-time equivalent professional* experience in the implementation and monitoring of employee leave or other human resources plans or programs, one (1) year of which must have been in the manipulation and analysis of data; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Human Resources or Finance or a closely related field plus six (6) years paid full-time or its part-time equivalent professional* experience in the implementation and monitoring of employee leave or other human resources plans or programs, one (1) year of which must have been in the manipulation and analysis of data; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

* professional, for the purposes of these minimum qualifications, does not include clerical, secretarial or similar experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: August 3, 2017