

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LEAVE AND BENEFITS ADMINISTRATOR

**JOB CODE: 20143**

**PAY GRADE: 21**

**PAY RANGE: \$59,580 - \$95,328**

### GENERAL DESCRIPTION

Under the general direction of the Human Resource Manager of Benefits, the primary focus is directing and planning the day-to-day operations of the leave programs, while implementing a hands on approach to the administration of agency leave programs, Workers' Compensation and special projects. Assist with directing the day-to-day operations of the insurance benefits plans. This role requires the exercise of independent judgment in proactively approaching and delivering expert advice and guidance to members and all levels of supervisors on leave related matters. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS: No**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinates the leave administration programs (Family and Medical Leave Act, Workers' Comp., and other leave programs) to ensure all processes are consistently administered in compliance with internal policies as well as all local, state and federal laws
- Assists with coordination of the administration of agency's self funded health, dental, vision, life insurance plans, disability plans, Employee Assistance Program (EAP), agency wellness incentive program, fully funded retiree Medicare Advantage plan and various voluntary benefits
- Monitors for compliance with internal policies as well as all local, state and federal laws
- Assists with planning and coordinating benefit functions including open enrollment and benefits and wellness fair
- Develops, facilitates and presents training for new and existing members on HR policies and best practices relating to leave and benefits
- Leads preretirement and postretirement meetings with agency members, to include completion and submission of supporting documentation
- Develops and facilitates training programs regarding HR best practices for supervisors/managers pertaining to benefit and leave programs
- Serves as an agency point of contact for the Florida Retirement System (FRS), ensuring timely flow of information between the agency and FRS

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- Oversees, reviews, prepares and sends standard FMLA letters and other appropriated documentation to members
- Communicates with members doctors regarding medical leave status as needed
- Tracks and distributes FMLA cases, identifies action items and communicate status updates to member, member's supervisor
- Processes leave determinations in an accurate and timely manner
- Creates reports with updates and discussions items on complex cases for HR Manager
- Resolves problems and escalates issues to management
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or related field
- Three (3) years' related experience
- Two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of leave administration laws to include, but not limited to FMLA, Worker's Compensation, Short and Long Term Disability, benefits administration and the Americans with Disabilities Act (ADA)
- Demonstrated ability to effectively administer benefit, retirement and leave programs, exhibiting sound and accurate judgment
- Ability to respond to member's needs, with professionalism, confidentiality, respect and consideration to others
- Ability to manage difficult situations in a professional manner
- Strong analytical, communication (verbal and written), project management and organizational skills
- Strong interpersonal skills

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- Ability to communicate, collaborate and influence effectively with members, managers and supervisors
- Ability to build credibility and trust
- Ability to manage multiple priorities simultaneously
- Ability to make good decisions and perform work independently to drive results given direction in the form of objectives
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- Knowledge of various databases and software programs to efficiently perform the duties of the position

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, climb, reach, kneel, and twist