

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LEAVE ADMINISTRATION SUPERVISOR

<b>JOB CODE: 20143</b>	<b>PAY GRADE: 23</b>	<b>PAY RANGE: \$57,600 - \$92,160</b>
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### GENERAL DESCRIPTION

Under the supervision of a Human Resources Manager, is responsible for administering, planning, developing and implementing agency leave programs to include Workers' Compensation. Ensures thorough audits and reports are done efficiently, timely, consistently and in compliance with federal, state and local laws and regulations. The Leave Administration Supervisor will work on tasks and problems of a complex scope where analysis of situations or data requires a review of a variety of factors. This role will exercise judgment within defined procedures and practices to determine the appropriate course of action. The incumbent must be proactive in his or her approach and is expected to provide expert advice and guidance to employees and supervisors/managers throughout the leave process. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assume accountability for ensuring that all processes are consistently and equitably administered in compliance with internal policies and external regulations;
- Provide a hands-on approach to the administration of all agency leave programs as well as ongoing tracking and written and /or verbal communication with program participants, supervisors/managers and Human Resource management;
- Provide pre-leave counseling regarding eligibility, leave approval, medical certification (if necessary), financial obligations and return to work requirements;
- Handle communication regarding reinstatement rights following release from leave of absence, including coordinating discussions about accommodations, job reassignment opportunities and/or other options as applicable;
- Take the lead in working with supervisors/managers in providing guidance/solutions, and influencing outcomes in activity related to employee absence that fall within and outside of the existing leave programs;
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of services performed;
- Develop and provide ongoing training and process improvements for supervisory/management personnel on leave processes;
- Communicate approvals, denials, leave extensions, return to work plans and other



important information regarding the leave to the employee, timekeeper, and supervisors/managers;

- Create and maintain leave files and records to ensure accurate and timely information/documentation;
- Review medical documentation/certification supplied by the healthcare provider;
- Determine the duration associated with the leave based on the information given by the healthcare provider;
- Manage intermittent, continuous and client specific leaves of absence;
- Participate in departmental, management or vendor reviews of activity, issues, claims, litigation or other activity related to LOA, Workers' Compensation, and ADA as appropriate and upon request by the HR Director;
- Track trends and provide metrics related to leave of absence activity on an aggregate and departmental level. Consider data to develop recommendations for total absence management solutions;
- 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 Human Resources Management, Business Administration, or related field
- 4 years' experience in Human Resources
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

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

## **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 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, or reach