CITY OF DENTON
invites applications for the position of:

Benefits & Leave Coordinator

An Equal Opportunity Employer

SALARY: $4,042.13 - $5,874.27 Monthly
$48,505.60 - $70,491.20 Annually

OPENING DATE: 12/08/11

CLOSING DATE: Continuous

JOB DESCRIPTION:
Responsible for coordinating long-term medical leave cases, including but not limited to, ensuring employees have an understanding of the Family Medical Leave Act (FMLA), Short Term Disability (STD) and Long Term Disability (LTD) Programs, Americans with Disabilities Act (ADA) and other leave benefits (including workers' compensation if applicable) afforded by City policy, State legislation, or the federal government. Additionally, this position ensures compliance regarding the processing of the proper paperwork and keeps employees aware of information regarding all benefits and leave opportunities. This position will create a positive experience for the customers visiting the Human Resources Office by providing explanatory information regarding benefits and leave.

KEY RESPONSIBILITIES:

- Reviews and applies Federal, State and City leave regulations and laws within the scope of FMLA/leave of absences administration, as applicable.
- Ensures compliance with FMLA, including but not limited to, approval and denial of requests, following up with questions, ensuring re-certification renewals for intermittent leave, assisting with the tracking of time, auditing records, and training front-line employees as well as supervisors.
- Exhibits knowledge of FMLA, ADA, Workers' Compensation and other applicable state/federal regulations.
- Communicates and interacts with employees to obtain the appropriate medical information needed to complete initial leave of absence claim approvals or continued recertification of benefits.
- Reviews and assesses medical documentation; investigates and verifies accuracy of information received to determine support for Federal, State and City benefits.
- Communicates decisions timely and accurately, both verbally and in writing, to employees, supervisors, and third parties to ensure compliance with policies and contracts.
- Serves as a liaison between employees on long-term medical leave and supervisors to keep supervisors aware of the status of the employee's leave and coordinate the effective date of their return to work.
- Assists employees with STD and LTD claim filing, including providing requested data to disability claim administrator upon request.
- Oversees the transition of employee's status from STD to LTD as appropriate.
- Assists employees with life insurance issues and filings related to long term leave situations, such as waiver of premium to ensure appropriate deadlines are met.
- Actively promotes City of Denton Health Center for health and wellness solutions.
- Assists with the proactive development and implementation of wellness programs.

- Analyzes long term leave data for trends and opportunities for improvements. Provides long term leave aggregate information and reports as requested.
- Displays high standards of ethical conduct and confidentiality.
- Ability to make discretionary decisions and handle administrative duties.
- Demonstrates ability to acquire understanding and absorb new information rapidly.
- Demonstrates consistent logic, rationality and objectivity in decision-making.
- Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers.
- Demonstrates ability to manage multiple, time-sensitive, complex files on a regular basis
- Ability to put people at ease. Builds and maintains trusting and respectful relationships with all involved parties.
- Communicates effectively one-to-one, in small groups and in public-speaking concepts.
- Writes clear, precise, well-organized emails, memos, letters and documents while using the appropriate vocabulary and grammar.
- Exhibits dynamism, charisma, excitement and a positive “can-do” attitude.
- Ability to get along with customers and co-workers
- Ability to work independently
- Regular attendance

Additional Duties:

- Drive to other City facilities as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Public Administration, Business Administration, Healthcare Administration, or related field, plus 4 years experience in employee benefits, leave management, case management, or other related field.

OR

- Any combination of education, experience, and certifications that will provide the knowledge, skills, and abilities to be successful in this position.

ADDITIONAL INFORMATION:

- If driving a City or personal vehicle for City business, have a valid Class “C” Driver’s License prior to employment (must obtain Texas Class “C” driver’s license within 30 days of hire per state law).
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check.
- Must have ability to read, write and speak English, have knowledge of business English and general office decorum.

Applicants must satisfy all conditions of employment as outlined in the position announcement.
All applicants must pass a pre-employment drug screen prior to employment.

"We are committed to achieving a diversified workforce!"
ADA/EOE/ADEA.
www.cityofdenton.com

"Dedicated to Quality Service"