



Seminole County Sheriff's Office

LEAVE ADMINISTRATOR

Class Spec Code: 1090

Established Date: 06/06/2023

Last Revised Date: 08/25/2023

Effective: 08/25/2023

Salary Range

\$26.59 - \$39.89 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Highly responsible positions administering the agencies leave and workers' compensation programs in alignment with applicable federal and state laws as well as agency policy. Position works under the general direction and guidance of HR leadership.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Serves as the subject matter expert for the leave and workers' compensation programs in alignment and under the general direction and guidance of HR leadership. Serves as a liaison between members and agency Payroll Team regarding group benefits to resolve claims problems or questions.

Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.). Ensures that the workers' compensation program is managed in accordance with applicable OSHA (as a guideline only) and workers' compensation laws.

Coordinates employee workers' compensation program. Schedules employees for treatment and prepares documentation as required. Prepares weekly status reports. Coordinates light duty work programs with division managers.

Responds to all incoming/outgoing phone calls and visits to/from applicants, members, answering inquiries or redirecting as appropriate. Reviews and analyze leave correspondence and determine appropriate action; process leave requests and update existing records.

Provides pre-leave counseling regarding eligibility, leave approval process, financial obligations and return to work requirements.

Assists in the creation and facilitation of leave administration and workers' compensation training programs. Conducts regular meetings to discuss company policies, procedures and to communicate changes in same.

Communicates approvals, denials, leave extensions, return to work plans and other important information regarding the leave to the member and supervisors/managers in a

timely manner to ensure efficient payroll processing.

Gathers information about employee reasons for leaving agency, which may include involvement in the retirement process such as conducting pre-separation interviews. Prepares reports on employee turnover rates, causes of turnover, and recommendations for improvement.

Completes timesheets and additional managerial responsibilities when Human Resources Manager is out of office.

May be required to respond to employee contact after-hours and on weekends/holidays.

Performs all other duties as assigned or required.

Minimum Qualifications

- Bachelor's Degree in Human Resources, Psychology, Business or related field
- Four (4) year's experience in leave administration duties & functions
- SHRM-CP or SCHRMS-SCP certified
- Consideration may be given to equivalent combination of related training, education and experience
- Internal applicants must have completed the Seminole County Sheriff's Office one (1) year probationary period
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Proficiency or knowledge in using a variety of computer software applications such as Microsoft Office (Excel, Word, etc.). Time management skills to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments; work is completed independently with the incumbent being able to successfully complete all projects in a timely manner.

Ability to utilize research techniques and statistical analysis in report preparation, using sound judgment in the interpretation of data gathered. Ability to maintain a high level of confidentiality. Extensive knowledge of health insurance and workers' compensation programs.

Considerable ability to work independently to achieve accurate and timely results.

Ability to maintain detailed accurate records and effective filing systems.

Ability to communicate effectively with Departments/Divisions, outside agencies, and the general public.

WORKING CONDITIONS

The work environment is generally in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally

performed during normal business hours although some overtime may be required.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime