



CLASSIFICATION NO. 739
Established: 8/22
FLSA: Exempt
EEO: 2

LEAVE ADMINISTRATION SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, supervise, and perform complex administration of employee leave of absence programs such as the Federal Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and requests for accommodation (ADA); to work closely with Human Resources, Finance, County Counsel, and department managers to ensure coordination of leave programs administered by Clackamas County; to stay informed of new employee leave and safety related laws, regulations and trends; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to County departments and employees, including employee recruitment and selection, personnel ordinance and policy administration, position classification and compensation, organizational development, employee training and development, benefits and leave administration, risk management, workers compensation, liability and casualty claims management, human resources information systems, labor and employee relations and collective bargaining.

The Leave Administration Supervisor administers leave programs and policies in accordance with applicable federal and State statutes and regulations, collective bargaining agreements, and County and departmental policies and procedures. The incumbent also supervises the daily work of assigned leave administration staff. The Leave Administration Supervisor will report to the Benefits Manager and will serve as the subject matter expert under the general direction and guidance of the Human Resources Director.

The Leave Administration Supervisor differs from the Human Resource Manager which is responsible for the development, administration, and maintenance of a division of operations within the Department of Human Resources. It differs from the Leave and Disability Analyst which does not have formal supervisory responsibility. It also differs from the HR Program Coordinator classification, which is responsible for planning, implementing and evaluating a human resources program with county-wide visibility and impact.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Serves as subject matter expert for County-wide leave programs under the general direction and guidance of Human Resources Department leadership; takes a lead role in interpreting and implementing new leave laws, policies and processes.
2. Oversees administrative aspects of leave including ensuring appropriate and timely

communications and notifications and tracking hours used/taken; works closely with HR staff, Department Managers and staff, and Payroll to ensure that leave tracking and pay for County employees on leave is accurate and correct.

3. Oversees the reasonable accommodation process under the ADA and applicable County Policy; collaborates with County Counsel, HR divisions, and department managers in engaging in the interactive process of evaluating requests for accommodation, identifying accommodation options and assisting with implementation of reasonable accommodations.
4. Reviews and approves/denies leave requests based on relevant medical information, military orders or other criteria to ensure compliance with applicable laws, policies, procedures and collective bargaining agreements; works directly with County employees to ensure all relevant documentation is submitted for timely review; consults with Human Resources Department leadership to resolve complex leave requests as necessary (based on area of assignment).
5. Develops policies, procedures and guidelines; recommends changes to HR leadership; participates in the implementation or communication of approved policies and procedures.
6. Performs or directs the work of assigned staff to organize, update, maintain, purge and archive databases, files, records and other documents according to guidelines; ensures maintenance of confidential information in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
7. Utilizes the County's human resource information system (HRIS) and query tool to select employee information for a variety of claim and leave issues; uses HRIS in conjunction with other computer tools to provide analysis, costing and employee statistics, reports and documents.
8. Participates in the collective bargaining process; identifies and researches significant or controversial issues; prepares exhibits for fact-finding and interest arbitration hearings; drafts and recommends contract language.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Federal and State statutes, rules, regulations, codes and ordinances pertaining to administration of the County's disability and family medical leave programs; principles, practices and techniques of claims and leave administration; applicable Federal, State and local human resource and EEO laws and case law, rules, regulations, codes and ordinances related to functional area.

Working Knowledge of: Principles and practices of public administration; participative management theories; operations, services, and activities of human resource information systems; methods of data generation, data collection, and database management; methods and techniques of statistical research and analysis; principles of public administration, including budgeting and personnel management; principles and techniques of financial reporting and record keeping; County government organization and operations; principles and techniques of supervision.

Skill to: Collect, compile, analyze, store in a data base and interpret relevant complex information and data; make accurate arithmetic calculations; analyze and resolve problems

and/or prepare recommendations; prepare clear and concise reports; prepare and maintain detailed, accurate and organized records; communicate effectively, both orally and in writing, particularly in speaking before groups and in testifying in a legislative arena; exercise tact and diplomacy in dealing with sensitive, emotionally charged and confidential human resource and employee issues; establish and maintain effective working relationships with County employees, union officials, other agencies and the public; investigate, negotiate and mediate claims and disputes; effectively recommend settlements; interpret, apply and explain federal and state statutes, rules and regulations and County policies applicable to family medical leave and disability; operate computer equipment, including personal computers and applicable software applications; develop spreadsheets and reports.

WORKING CONDITIONS

Incumbents may occasionally interact with employees or families experiencing serious illness or injury.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Training/Certification: None

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.