

MONMOUTH COUNTY JOB POSTING



TITLE: SUPERVISOR, WORKERS COMPENSATION & LEAVE UNIT

DEPARTMENT: HUMAN RESOURCES-BENEFITS & WORKFORCE WELLNESS

SALARY RANGE: \$55,000 - \$75,000

PURPOSE:

Under direction, administer and enhance our leave and self-funded workers' compensation programs and practices. In this role, you will oversee staff, recommend, and guide the implementation of current, new and/or improved processes and programs, enhance employee and manager experience with The County's occupational and non-occupational disability programs, and ensure that leave and workers' compensation programs are administered accurately. As a star member of the Benefits and Workforce Wellness team, you will have multiple opportunities to broaden your expertise and learn about other benefits, such as health and retirement plans, FSAs, etc.; does other related duties as required.

ESSENTIAL FUNCTIONS:

Workers' Compensation Administration

- Develop, implement, and administer workers' compensation policies and procedures for County Government
- Ensure timely reporting of claims to workers' compensation vendors by serving as a point of contact for workers' compensation claims and liaising with supervisors, employees, and other internal stakeholders.
- Coordinate fitness for duty (FFD) and return-to-work (RTW), including accommodation requests, for employees receiving workers' compensation benefits and on medical leave of absences.

Leave Administration

- Ensure accurate administration of the County's disability and time off programs by interpreting leave policies, coordinating with workers' compensation and ADA where applicable, and liaising with employees, managers, vendors, and internal stakeholders.
- Drive successful resolution of leave cases by monitoring claims, holding third-party administrators accountable according to contractual agreements, facilitating employee transition from short-term to long-term disability, or coordinating return-to-work activities.
- Ensure proper pay for employees on leave by providing information to Payroll and/or entering proper adjustments in the HRIS.
- Monitor benefit premiums payment for employees on leave and coordinate premium collection activities with the third-party administrator as needed.
- Process contractual comp time, vacation, and sick time payouts for multiple unions.
- Research best practices and develop recommendations for implementing new or enhancing existing leave programs.
- Draft leave agreements and timely respond to employees' leave- and time off-related questions.
- Responsible for reviewing disability claims and files, collaborate with vendors and resolve data issues.

Other Responsibilities

- Develop and streamline processes for efficiency while ensuring positive employee and manager experience, consistency, and compliance.
- Educate employees and managers about time off and disability programs by creating and maintaining documentation and communication materials, conducting employee meetings/seminars, and contributing to other initiatives to educate employees about County benefit programs.
- Generate reporting metrics and analytics for all time off and disability programs.
- Keep internal stakeholders aware of complex cases by producing reports, providing status updates, and seeking advice as necessary.
- Maintain configuration of leave and time off programs in the HRIS system.
- Stay abreast of State and Federal leave requirements and ensure organizational compliance with the provisions of FMLA, ADA, ADAAA, Employee Retirement Income Security Act (ERISA), COBRA, HIPAA, the Fair Labor Standards Act (FLSA), and the Department of Labor (DOL). Responsible for remaining current in the area of state statutory workers' compensation laws and OSHA reporting requirements.
- Perform reconciliation of vendor invoices and ensure proper payment.
- Act as a backup for team members in administering health and retirement benefits, FSAs, HSAs, etc.

EDUCATION/EXPERIENCE AND/OR TRAINING:

- Bachelor's degree in Human Resources Management, Finance, Business Administration, or a related field from an accredited college/university.
- A minimum of three (3) years of experience in benefits administration, one (1) year of experience in workers' compensation claims management, leave of absence administration, ADA administration and supervising staff.
- Intermediate Excel skills required.
- Experience working in municipal, county, state or federal agencies a plus
- Knowledge of payroll, medical terminology, and experience with HRIS preferred
- CDMS (Certified Disability Management Specialist) or CCM (Certified Case Manager) a plus.
- Experience working in a union environment a plus

BENEFITS:

- Regular full-time employees receive an excellent benefits package, including: generous paid holidays; vacation and sick leave; participation in pension plan; basic life insurance; voluntary participation in medical and dental programs; Section 457 deferred compensation; long-term disability compensation; optional life insurance for self, spouse and children; and medical and dependent care reimbursement plans.

HOW TO APPLY:

- In order to be considered for the position, you must fill out an application. Applications can be obtained by going to www.visitmonmouth.com. Hover of "Employment" on the top of the page, then click "How to apply."
- Please fill out the application. Please send the completed application along with a resume and cover letter via email to: mc-humanresources@co.monmouth.nj.us or fax to 732-431-7924.
- The application may also be delivered in person or mailed to
Monmouth County Human Resources Department
Hall of Records
One East Main Street
Freehold, NJ 07728-2273