

SNOHOMISH COUNTY JOB DESCRIPTION

BENEFIT AND LEAVE ADMINISTRATOR

Spec No. 2389

BASIC FUNCTION

To manage the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), reasonable accommodation and other related areas to departments throughout Snohomish County. To manage the employee benefits and wellness program and provide oversight to Wellness and Benefit Coordinator.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Consults with and provides guidance to County-wide professional staff and department management regarding leaves and accommodations; provides oversight to ensure consistency with job restructuring, job transfers, equipment modifications, and/or work schedule changes.
2. Provides benefit consultation and assistance to County-Wide professional staff in regards to county policy and procedures, labor agreements and other human resources procedures to include overseeing unemployment claim processing.
3. Reviews medical documentation to determine reasonable accommodations and makes recommendations to department.
4. Provides employees and/or beneficiaries information about County benefits; drafts, as appropriate, correspondence and documentation related to benefits, ADA, FMLA, and other leaves.
5. Responsible for ADA complaint process, to include updating and developing processes and procedures as appropriate. May receive ADA related complaints.
6. Manages the wellness and benefits programs and projects; develops program plans, identifies and makes recommendation for future needs, goals, and objectives; in conjunction with CHR Functional Analyst to resolve HRIS benefit issues.
7. Develops and monitors the wellness budget to achieve goals within budgeted funds and resources.
8. Develops policies, procedures and guidelines; recommends changes to management; participates in the implementation or communication of approved policies and procedures.
9. In partnership with Budget, serves as liaison with the County's third party administrator (TPA) to initiate, research and resolve benefit issues.
10. Analyzes benefit training needs in order to develop, conduct and implement training programs for the County.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Represents the department on appropriate task forces and committees as assigned.
12. Partners with the Finance Department, the Prosecuting Attorney's office, and others to resolve complex leave and benefit issues.
13. Works with benefits vendors to assist in the timely resolution of problems; monitors vendor services; evaluates vendor compliance with performance guarantees; participates in the RFP selection process.
14. Researches and interprets federal, state, and county policies as well as other laws, rules, and regulations related to human resources, benefits plan management, and health care reform; advises county officials, management, and employees on policies, laws, rules, and regulations that may affect their operations.
15. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

STATEMENT OF OTHER JOB DUTIES

16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in human resources, business administration, public administration or closely related field; AND, four (4) years of experience administering the FMLA and/or ADA accommodations; two (2) of which should include employee benefit and wellness programs including at least one (1) year of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience in employment law and employee relations preferred.

SPECIAL REQUIREMENTS:

Must sign a confidentiality agreement as a condition of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of human resources administration
- principles and practices of wellness programs and benefits administration
- healthcare and wellness arena including policy, plan development, and administration
- federal and state disability laws, regarding employees with disabilities, specifically ADA/ADAAA and FMLA
- strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- rules and regulations pertaining to federal, state, and local laws
- theories, practices and procedures related to specialized field(s) in human resources, such as compensation, employment, benefits, leaves, accommodations, labor relations, employee relations, or training
- application and interpretation of federal, state, local laws, rules and regulations in the area of ADA, reasonable accommodations, benefits and other related matters
- issues and trends in employee and labor relations
- collective bargaining agreements
- Microsoft Office Suite; word processing, spreadsheet, database and email
- building consensus among individuals with conflicting viewpoints
- Human Resources Information System (HRIS)

Ability to:

- prepare clear and concise analytic and descriptive reports, including findings and recommendations
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs
- establish and maintain effective work relationships with elected officials, management staff and employees
- manage vendor contracts and relationships
- lead a service delivery team and act as a resource in problem resolution
- manage projects in a customer-oriented, high volume, deadline-driven organization
- interpret statistical data used in analysis and interpretation of health and wellness data
- gather analyze and evaluate a variety of data and maintain accurate records
- recommend development of human resources policies and procedures
- provide consultative advising

SUPERVISION

The employee receives general direction from the Director of Human Resources. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to meetings and work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2017

Revised: October 2017, February 2018

Revised and retitled: June 2018, was FMLA-ADA Compliance Officer

EEO Category: 2 – Professionals

Pay Grade: 246 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous