



Code: 1320
Family: Human Resources
Service: Administrative
Group: Statistical, Technical And Analytical
Series: Personnel

CLASS TITLE: LEAVE OF ABSENCE ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class coordinates all aspects of employee leave administration in a large City department OR works in the City's centralized Department of Human Resources (DHR) reviewing and investigating allegations of fraudulent leave requests and activity, and performs related duties as required

Positions are allocated across large City departments as well as in the Department of Human Resources. Examples of job functions performed in the operating department as well as the DHR are outlined below.

ESSENTIAL DUTIES

Department Level Functions

- Coordinates and administers all employee leave programs (e.g., FMLA, personal, military, jury, bereavement) within a large City department ensuring compliance with applicable Collective Bargaining Agreements (CBA), City policies, and federal and state laws
- Receives and reviews requests for leaves, including supporting documentation; sends required notifications, forms and letters; and determines leave eligibility
- Maintains a database to track the receipt and status of leave requests
- Tracks continuous, intermittent, paid and unpaid leave time in accordance with policies and procedures
- Serves as the primary point of contact for leave requests communicating directly with department managers and employees advising them on appropriate leave processes and policies
- Serves as liaison with City departments (e.g., Human Resources, Law, etc.) to submit required documentation for pending cases and represents department at related hearings
- Identifies and proposes processes to ensure the administration of leave programs is managed in an efficient and effective manner
- Creates and maintains computerized and manual employee file system relative to leave processing and administration
- Develops and generates tracking reports to identify and analyze leave data and trends
- Ensures compliance of applicable city, state, and federal policies and regulations
- Keeps abreast on changes to federal, state and local laws (e.g., FMLA, ADA, VESSA, etc.) and ensures changes to departmental processes are appropriately implemented

Department of Human Resources Functions

- Reviews and audits departmental files to ensure compliance with the City's leave administration processes and policies and federal and state regulations
- Receives and investigates allegations of fraudulent leave requests and activities (e.g., interviewing employees and department HR liaisons, conducting field observations)
- Identifies areas of non-compliance and works with departments to ensure corrective actions and measures are taken

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- Prepares comprehensive reports detailing audit and investigative findings and submits to supervisory personnel for review
- Communicates with employees to advise them of the return to work and reasonable accommodation processes
- Develops and conducts training sessions guiding department liaisons through the City's leave administration programs
- Acts as a Subject Matter Expert (SME) on leave administration matters
- Maintains confidential records, files and reports
- Assists small to moderate sized City departments in the administration of employee leave programs (e.g., FMLA, personal, military, jury, bereavement) ensuring compliance with CBAs, City policies and federal and state laws, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Human Resource Management, Business Administration or a directly related field, plus one year of work experience in leave of absence, disability, worker's compensation, and/or benefits administration, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- Some positions may require a valid State of Illinois Driver's License

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *applicable federal and state leave related regulations (e.g., FMLA, HIPAA)
- *human resources principles and practices
- *techniques of case management and case recording
- *principles of program development and implementation
- *investigative techniques and principles

Some knowledge of:

- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *SYSTEM ANALYSIS – Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- *MATHEMATICS – Use mathematics to solve problems
- INTERPERSONAL SKILLS – Build internal and external work relationships

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

*May be required at entry.

City of Chicago
Department of Human Resources
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