

PROGRAM ADMINISTRATOR (FMLA)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the central Department of Human Resources, is responsible for administering the Westchester County Family Medical Leave Act (FMLA) program for all employees of the County. Responsibilities include administering and directing the County FMLA program and ensuring compliance with FMLA as well as applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA). Work requires frequent liaison with departmental administrative staff and leave administrators to ensure the accuracy and appropriateness of FMLA requests, leaves and personnel data and providing program guidance and direction to employees, as needed. The incumbent also provides technical and administrative direction in ensuring compliance with Civil Service Law, collective bargaining agreements, and administrative procedures in the processing, verification and approval of transactions affecting the employment status of employees working for Westchester County and/or municipalities under the Civil Service jurisdiction of Westchester County Department of Human Resources. Other duties include generating and auditing reports and reviewing records; generating reports as required by Human Resources management staff and acting as liaison with Information Technology staff on the technical aspects for FMLA and other systems. Supervision may be exercised over a number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults and advises department heads or their representatives, leave administrators, and employees on the application, interpretation and implementation of FMLA and Westchester County personnel policies and practices, along with New York State Civil Service Law, rules and regulation to ensure correct and consistent application and compliance with FMLA, leaves, and other personnel transactions;

Receives, reviews, and approves applications for FMLA leave time to determine eligibility consistent with applicable state and federal regulations and County policy and provides notification of FMLA eligibility and designation to the employee and the departmental leave administrators or other appropriate personnel;

Conducts audits in all facets of leave management to identify potential FMLA events and ensure compliance with FMLA requirements, contractual provisions and Westchester County practices and policies;

Develops and conducts training for departmental staff on FMLA and county policy and practice related to its administration;

Researches and monitors legislative changes impacting FMLA administration and develops and modifies policies as appropriate;

Maintains accurate and current documentation of Westchester County policies and practices as they relate to FMLA;

Ensures practices and record maintenance are in compliance with HIPPA as well as the State Education Department for records retention;

EXAMPLES OF WORK: (Cont'd.)

Conducts a review of FMLA eligibility for employees on leave at the beginning of the new year based on County FMLA policy.

Corresponds with employees, doctors, leave administrators, or department heads as appropriate;

Approves Sick Bank Usage for PBA and CSEA employees in adherence to contract and County policy stipulations;

Conducts a bi-annual audit of PBA and CSEA sick back usage and contributions, ensuring accurate records of sick bank usage and to monitor the balance of days available for use by members;

Reviews and approves county and local personnel/payroll transactions to ensure accuracy and compliance with Civil Service Law and Westchester County Rules;

Generates various ad hoc reports as necessary;

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Family Medical Leave Act; thorough knowledge of labor contracts and county rules and policies as they apply to leaves and FMLA administration; good knowledge of updates to Federal and State employee regulations related to FMLA and HIPAA and how those changes would impact Westchester County policies and procedures; good knowledge of the application and interpretation of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; good knowledge of the personnel records and systems in use in Westchester County, including practices and procedures; good knowledge of records administration within an automated data processing environment; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester County; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to work well with others; integrity; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of professional experience in human resources administration; one year of which administration of an FMLA program for a large agency (500+ employees) was a primary function of the job.

EXAMPLES OF WORK: (Cont'd.)

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree may be substituted on a year for year basis up to two years of the human resources administration experience. There is no substitution for the one year of specialized experience.