

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: **BENEFITS AND LEAVE SPECIALIST, SENIOR**

Reports To: Designated Supervisor

UW Job Code: 4528

UW Job Family: 32 - Administrative Support

SOC Code: 13-1071

FLSA: Exempt

Pay Grade: 22

Date: 3-1-22

JOB PURPOSE:

Specialize in human resources at the professional level, perform HR compliance activities in administering and monitoring FMLA, Workers Compensation, Leave and Absence, and other leave-based plans. Assist employees with understanding and enrolling in University of Wyoming benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary person to assist employees with administering and monitoring FMLA, Workers Compensation, Leave and Absence, and other leave-based plans.
- Coordinate administration of the Workers' Compensation benefits with the State Division of Workers' Safety and Compensation. Process injury reports, comply with state statutes, and advise employees of their rights and responsibilities. Coordinate individual Workers' Comp cases with other plans and programs such as FMLA, LTD, ADA and donated sick leave. Provide information to safety personnel to comply with OSHA requirements. Interpret and administer the policy that allows the use of paid leave to supplement Workers' Compensation benefits and accompanying rules for health insurance eligibility. Calculate LWOP and leave usage and determine the appropriate benefit and pay adjustments. Coordinate the development of light-duty agreements with the Division and supervisor and ensure that pay and benefits are adjusted accordingly. Prepare monthly reports and payment vouchers for monthly premiums.
- Coordinate administration of the Family and Medical Leave Act (FMLA). This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed and accounting for intermittent and reduced schedule leave use. Communicate sensitive and confidential information with employees concerning rights, responsibilities and determinations made by the manager. Ensure compliance with federal regulations, including those regarding health insurance protection. Maintains knowledge of all applicable leave and accommodation laws including local, state and federal. Monitor submission of

medical certifications and fitness-for-duty statements. Oversees the return-to-work process for employees returning from FMLA. Coordinate FMLA administration with other plans and programs such as STD, LTD, ADA, Workers' Comp, and donated sick leave.

- Explain and apply the university policy regarding leave without pay. Report information to Payroll for correct insurance premium billing and paycheck deductions. Advise departments regarding the procedures for approving, calculating, and reporting LWOP. Monitor and review LWOP paperwork and resolve discrepancies to ensure compliance with applicable policies. Communicate with employees who are not eligible for FMLA or who have exhausted their FMLA or Workers' Compensation protection of health insurance benefits regarding the implications of insurance rules and notify the state so that COBRA can be offered. Perform LWOP calculations when employees elect to use paid leave to supplement Workers' Compensation benefits. Comply with the state insurance requirements for employees who have fewer than 80 hours of paid time in a month.
- Provide appropriate interpretations to policies, procedures and regulations; assist manager in monitoring compliance with University, state and federal policies and regulations for designated major functional units.
- Analyze and process Unemployment Insurance claims. Advise employees and supervisors concerning rights and responsibilities. Maintain records in accordance with UW regulations and State law. Submit payment before deadline. Prepare the employer's response to claimants' statements in consultation with the supervisor and appropriate managers in Human Resources. Provide additional documentation when requested by the Division, including information related to the reasons for termination of employment. Prepare for unemployment appeal hearings, provide documents, and represent the university as needed. Process wage audits, quarterly reports, and payment vouchers. Comply with the requirements of other states in which there are university employees, including reporting of earnings.
- Provide additional documentation when requested by the Division, including information related to the reasons for termination of employment. Prepare for unemployment appeal hearings, provide documents, and represent the university as needed. Process wage audits, quarterly reports, and payment vouchers. Comply with the requirements of other states in which there are university employees, including reporting of earnings.
- Administer and maintain leave of absence paperwork and compliance with associated policies including sabbatical, professional, military and firefighter leave
- Coordinate the transition for the employee after reaching leave exhaustion including STD, LTD, retirement, and/or resignation.
- Administer the sick leave donation program. Receive requests and independently determine eligibility. Communicate sensitive and confidential information and circumstances with employees and departments. Maintain files for employees receiving donations, calculate the need for and apply donations. Calculate LWOP and meet payroll deadlines. Make related HCM entries and decisions that affect employee pay.
- Provide customer service and resolve problems for employees related to benefits, including insurance, donated sick leave, retirement and paid leave. Ensure enrollments are processed and accurate in EGI and HCM systems.

- Supervise and mentor support staff including interns, work studies or entry level benefited positions.

SUPPLEMENTAL FUNCTIONS:

- Perform other duties as assigned.
- Provide content to the Benefits website.
- Assist with developing and conducting associated training workshops.
- Provide backup duties in absence of other benefit team members.
- May represent manager in his/her absence, as directed.

COMPETENCIES:

- Consistency
- Independence
- Judgment
- Sensitivity
- Initiative
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Human Resources, or a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine mathematical principles and procedures.
- University, state, and federal employment policies, laws, and regulations.
- Basic and routine computerized human resource information systems.
- Basic and routine computer applications and software in use in the assigned area.
- Basic and advanced human resources concepts, practices, policies, and procedures.
- Principles of human resource management.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine statistical sampling and survey methodology.
- Basic and routine customer service standards and procedures.

Skills and Abilities to:

- Interpret applicable University, state and federal policies, procedures, regulations, and guidelines.
- Create, compose, and edit basic, routine and complex written materials.

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop basic, routine and advanced recordkeeping systems and procedures.
- Resolve customer complaints and concerns.
- Understand and process complex paperwork.
- Gather and analyze statistical data and generate reports.
- Provide consultation to customers concerning human resources issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Work on special projects using project scheduling and time management procedure.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays. Occasional travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.