

JOB DESCRIPTION

POSITION TITLE: Leave & Disability Specialist
DEPARTMENT: Health & Welfare
LOCATION: Kingwood, TX 77339
HOW TO APPLY: <http://ejob.bz/ATS/jb.do?reqGK=27057400&portalGK=9134&refresh=true>

SUMMARY

This position is responsible for administration of leave requests.

ESSENTIAL FUNCTIONS

Under general supervision and moderate decision-making:

- Analyzes leave requests, determines eligibility and recommends appropriate action within Company policy, ensuring compliance with state and federal leave laws and insurance plans.
- Manages the leave tracking process for accuracy and provides timely notifications to employees and clients.
- Evaluates and monitors supporting documentation for approval/denial of FMLA or state mandated leaves.
- Answers procedural leave and disability questions based on Company policy, insurance plans, federal and/or state laws.
- Monitors the required payment of benefit contributions during an unpaid leave of absence.
- Interacts with and maintains a productive working relationship with internal and external customers and vendors on a frequent and continual basis.
- Produces and delivers PowerPoint presentations for training purposes to various internal groups as requested.
- Generates monthly reports and ad hoc reports as requested by clients.
- Identifies process needs and suggests enhancements to streamline procedures and clarification of leave related communications.
- Creates job aids for the Department as needed.

SUPERVISORY RESPONSIBILITY

Supervises others: No

OTHER RESPONSIBILITIES

- Assists in the accomplishment of Insperity Company goals.
- Helps other employees to accomplish Insperity Company goals.
- Performs other duties as may be assigned by department supervisor.
- Participates in the Disaster Recovery plan as required.

EDUCATION / EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent is required. Bachelor's Degree in related field is preferred.
- A minimum of three years of experience managing leave administration for a nationwide company.

LICENSES / CERTIFICATIONS

No licenses or certifications are required.

KNOWLEDGE / SKILLS

- Working knowledge of state and federal leave laws and ADAAA.
- Extensive problem solving and decision-making skills; works accurately and efficiently under narrow time limitations; works independently in the absence of supervision.
- Performs basic mathematics calculation; strong computer skills including data entry software including Microsoft® Office suite, WebFocus and other applications.
- Communicates tactfully and effectively, verbally and in writing, and maintains effective work relations with those encountered in the course of employment, familiar with modern office methods, practices, procedures and equipment, as well as filing systems and business letter writing.

PHYSICAL REQUIREMENTS

Performs light work; exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

TRAVEL REQUIREMENTS

Travels: Yes
If yes, up to 5% of time

What percent of time is this position required to drive a vehicle (other than Company issued) for business purposes? 5%

HIPAA LEVEL

HIPAA Plan Level identifies if the position is authorized to use and disclose protected health information.

Plan Level 2 – Authorized to exchange basic eligibility and enrollment information. Should transfer requests for any other medical information or issues to a Plan Level 1 position.

HIPAA Security Level designates a position’s access to electronically held protected health information.

Security Level 1 – Permitted both “read and write” privileges to protected health information. May view and modify electronically stored protected health information.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

ACKNOWLEDGED: Employee

Date

EMPLOYEE: Printed name