Classification Specification for
Unclassified Service

Title Benefits Administrator

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, provide a comprehensive and integrated return to work and workplace accommodation program, coordinate ADAA compliance, and administer FMLA. Ensure compliance with applicable federal and state laws as well as university policies and collective bargaining agreements.

Characteristic Duties

- Coordinate safe and timely return to work/stay at work activities to facilitate safe work/safe return to work.
- Respond to inquiries about ADAA services and eligibility; providing information to employees, supervisors and management. Work with employees and supervisors to identify reasonable accommodations.
- Coordinate and develop ongoing efforts for full ADAA compliance including consultative services, arranging for or conducting training and developing processes for fulfillment of accommodation requests.
- Serves as FMLA coordinator. Administers FMLA paperwork, review documentations, determines employee eligibility and makes recommendations to approve or deny request in compliance with Federal regulations.
- Maintains confidentiality of all FMLA records.
- Develops and facilitates training sessions as requested for ADAA and FMLA.
- Update UC Flex, prepare reports and conduct audits; analyze data to identify errors and resolve.
- Interpret and apply legal documents, regulations and government legislations with knowledge of health and wellness plans and the laws that affect them, including PPACA, HIPAA, ADEA, ADAA, USERRA, EEO, PDA, Workers’ Compensation and Safety laws.
- Serve on appropriate university committees.
- Perform duties based on departmental need.
- Ability to work non-traditional hours.
Minimum Qualifications

- Bachelor’s Degree in Human Resources, Business, or related field with three (3) years of experience or Associate’s Degree with five (5) years’ experience; or seven (7) years; experience.
- Three years of FMLA, ADAA and return to work administration experience.
- Excellent written, verbal and interpersonal communication skills to interact effectively with faculty, staff, students and community members of diverse backgrounds.
- Demonstrated competence with MS Word, Excel, PowerPoint and Access; skill in desktop office computing software to include database management and statistical analysis; able to collect, analyze and report Wellness data.
- Ability to work independently, including strong logistical coordination and organizational skills to manage multi-projects and meet deadlines.
- Demonstrated high level of integrity and confidentiality.

New: February 2016