



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: February 4, 2019

JOB VACANCY MEMORANDUM NO. 19-06

TITLE: Administrative Supervisor, Benefits Section

ELEMENT OF ASSIGNMENT: Human Resources Division/Benefits Unit

PAY RANGE: 20

STARTING MONTHLY SALARY: \$5,059

VACANCY STATUS: Vacant

EXPIRATION DATE: February 19, 2019

REQUIREMENTS:

To monitor and administer the department health plans, workers' compensation, employee benefit programs and life insurance plans. To monitor and facilitate employee leave policies and procedures; including, but not limited to leave protected under local, state and federal law.

1. Act as a liaison with department medical staff. Review the physical examination program, immunizations, treatment for on-duty injuries, and other medical concerns regarding members' physical or psychological health; resolve complaints; direct procedures for examinations and treatment.
2. Supervise and direct human resources specialists engaged in the coordination of workers' compensation benefits and employee benefit programs.
3. Administer the workers' compensation program to include correspondence, annual reporting forms, and handle administrative matters related to program operation.
4. Develop bid specifications on employee benefit programs; analyze return bids and make recommendations as to cost-effectiveness; represent management in negotiations. Design and implement new features for the various benefit programs.
5. Review and monitor state and federal regulations as well as new legislation regarding employee benefit programs to ensure compliance with applicable local, state and federal law (e.g. ADAAA, FMLA, PDA, MHRA & ACA).

6. Manage and facilitate all ADAAA-related & FMLA-related requests and limited duty assignments.
7. Conduct training related to department leave policies and procedures; including, but not limited to FMLA, ADA, and workers' compensation as requested.
8. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, be on-call, and/or work weekends upon request.
9. Perform related duties as required.
10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a bachelor's degree in a related field or possess equivalent experience to provide the desired knowledge and skills. Experience in personnel administration including the coordination of employee benefit programs such as workers' compensation, insurance programs, and medical care is preferred. Incumbent must possess excellent written and oral communication skills and have significant experience supervising others in a management role.

Physical Requirements: Position is primarily sedentary and incumbent will be required to sit for prolonged periods of time. Incumbent will use the telephone daily and hand dexterity is required to perform work at a computer. Must have the ability to perform tasks associated with filing; lift 5 to 20 lb. file boxes occasionally, bending, kneeling, and reaching.

Job Location: (Place where work is performed.)

Incumbent operates in a standard office environment the majority of the time; with occasional off-site duties related to conducting and attending training and being subject to call-out.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computer
- Telephone/Cell Phone
- Copier/Scanner/Fax

All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command. In addition, provide a cover letter and resume and submit them directly to the Human Resources Division to be received no later than **FEBRUARY 19, 2019**.

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to the Kansas City Missouri Police Department, Human Resources Division, 1125 Locust St., Kansas City, MO 64106, to be received no later than **FEBRUARY 19, 2019**.

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a clerical test, typing test (50 wpm with 10 or fewer errors in 5 minutes), CVSA, post-offer physical examination and drug screen.

Captain Gregory Williams

Captain Gregory Williams
Commander
Employment Unit