

JOB DESCRIPTION

TITLE: Administrative Supervisor
SUB-TITLE: Supervisor, Benefits Section
DIVISION/UNIT: Human Resources Division/Employee Benefits Unit
REPORTS TO: Commander, Employee Benefits Unit
DATE: January 2019 **PAY RANGE:** 20 **FLSA:** Exempt

Job Objectives: (Purpose of the position.)

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.

Essential Job Functions: (Functions essential to attaining job objectives.)

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. ADA, FMLA, PDA, MHRA & ACA).

KANSAS CITY MISSOURI POLICE DEPARTMENT

Administrative Supervisor, Supervisor, Benefits Section

Page 2

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.

KANSAS CITY MISSOURI POLICE DEPARTMENT
Administrative Supervisor, Supervisor, Benefits Section
Page 3

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

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