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, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: November 17, 2026

JOB VACANCY MEMORANDUM NO. 16-20

TITLE: Leave Administration Supervisor

ELEMENT OF ASSIGNMENT: Human Resources Division/Employee Relations Unit

PAY RANGE: 57

STARTING MONTHLY SALARY: $5,940

VACANCY STATUS: Vacant

EXPIRATION DATE: December 6, 2026

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Performs work overseeing the administration and management of employee leave and accommodations programs. This role ensures compliance with federal, state, and local regulations such as the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), the Pregnant Workers Fairness Act (PWFA) and workers' compensation. Incumbent collaborates with medical professionals to handle leave and disability accommodations, supervises human resources specialists and maintains accurate records to support leave and accommodation administration.

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

1. Oversees the staff and daily operations of the leave and accommodations programs, including those related to workers' compensation, FMLA, short-term and long-term disability, and reasonable accommodations. Provides guidance and training to Department members and command staff regarding Department leave and accommodation policies and procedures.

2. Supervises and directs human resources specialists engaged in the coordination of workers' compensation, FMLA and ADA accommodations. Participates in the selection of assigned staff, provides performance coaching and feedback, completes performance evaluations, provides or coordinates staff training, addresses performance deficiencies and implements discipline procedures.

3. Acts as a liaison with the Department's workers' compensation third party administration (TPA), the Office of General Counsel and the City's workers' compensation attorneys regarding workers' compensation related requests and settlements.

4. Acts as a liaison with medical professionals regarding on-duty injuries. Reviews the treatment for on-duty injuries and other medical concerns regarding members' physical or psychological health; directs procedures for examinations, treatment, and return to duty. Sets up Fit for Duty assessments with the Department provider.

5. Prepares and submits medical information packets to the Retirement System for disability retirement determinations and to the Board for final approval.

6. Oversees administration of Department FMLA leave, sick leave, parental leave and injury leave timekeeping.

7. Reviews and monitors state and federal regulations as well as new legislation regarding employee leave and accommodations programs to ensure compliance with applicable local, state and federal law (e.g. ADA, ADAAA, FMLA, PWFA and Pregnancy Discrimination Act (PDAA)). Recommends and participates in the development and revision of policies and procedures to ensure compliance.

8. Prepares a variety of reports, presentations and documents for use by Department and Executive managers; ensures maintenance of accurate records and files. Prepares the annual budget submission for the Leave Administration Section.

9. Administers annual workers' compensation program reporting to the State of Missouri. Submits payment requests for quarterly insurance taxes and administrative matters related to program operation.

10. Reviews monthly statement submitted by workers' compensation TPA for reimbursement through Fiscal.

11. Administers the drug abuse testing program. Acts as a liaison with the collector, lab and Medical Review Officer (MRO) for the drug testing program.

12. Coordinates with the Department's broker regarding workers' compensation and other related RFP's.

13. Manages and prepares Department directives regarding any infectious disease outbreaks.

14. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.

15. Responds to employee requests and public inquiries in a courteous manner; provides information within the are of assignment; resolves complaints in an efficient and timely manner. May act as assigned Human Resources expert witness in legal actions.

16. Maintains reliable and predictable attendance. Must have the ability to work flexible hours, overtime, be on-call and/or work weekends upon request.

17. Performs related duties as required.

18. 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. A minimum of four years of experience in Human Resources administration, including the coordination of employee leave and accommodation programs such as workers' compensation, FMLA and ADA is required. Incumbent must possess excellent written and oral communication skills and have supervisory experience.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

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 department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Manager, Sarah Miller, Human Resources Division** by no later than ***December 6, 2026.***

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than ***December 6, 2026.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview.

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander, Employment Unit