



City of Kansas City, Missouri Job Class Specification

Job Title: WORKFORCE ACCOMMODATION SPECIALIST
Job Code: 1704

Status: EXEMPT

Department: GENERAL SERVICES
Grade: EX-2

Summary

This position coordinates the support for assigned leave of absence cases, accommodation requests, and workers' compensation claims. This position will effectively coordinate all cases, claims, and requests to include general administration, comprehensive case management, and program compliance with the Family and Medical Leave Act (FML) and employment laws.

Duties and Responsibilities

- Interprets and apply federal and state laws regarding equal access for employees with disabilities and/or making requests for accommodations.
- Administers leave requests and accommodations.
- Communicate with employees regarding their requests for leave, accommodations, and/or modified work schedules.
- Ensures employees are aware of their responsibilities, documentation and notice required to qualify for and to take leave or receive other accommodations.
- Handles the FML process from the employee's initial notice of the request for leave to return to work.
- Gathers and completes all required paperwork, determines leave eligibility, designates leave as FMLA qualifying, requests medical certification as needed and! assists departments with accounting for intermittent and reduced schedule leave use.
- Reviews and analyzes claims to determine for Workers' Compensation (WC) and advises employees on claim procedures and required documentation.
- Works collaboratively with team members in Risk Management and with workers' compensation third-party administrators to promote the timely delivery of services and benefits and facilitate the employee's return to work as soon as possible.
- Maintains reasonable communication with employees on leave to facilitate smooth and timely return to work.
- Effectively engages in the interactive process with employees who are requesting reasonable accommodation in the workplace and communicate with departments regarding requests and granted accommodations.
- Advises managers and employees on the interaction of leave laws with paid time off, workers' compensation or other leaves.
- Oversees the return to work process for employees returning from extended FMLA, WC or other leaves.
- Facilitates other leave requests, which may include accommodation requests under ADA.
- Drafts or recommends revision to company leave policies to ensure compliance with federal, state and local laws and regulations.

- Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practice.
 - Preserves confidentiality of employee medical documentation and files, and other personnel records.
 - Maintains knowledge of all applicable leave and accommodation laws including FMLA/ADA/WD and state and local laws.
- Performs other duties of a similar nature or level as assigned.

Technical Skills

- Extensive knowledge of leave requirements and other legal protections afforded by the FMLA, ADA and other applicable laws.
- Extensive knowledge of worker's compensation.
- Excellent written and verbal communication skills.
- Excellent analytical and problem-solving skills.
- Excellent organization skills and attention to detail.
- Proficient in MS office or similar software.

Physical Ability:

- Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Education and Experience

Accredited Bachelor's degree business administration, risk management, human resources management or public administration and two (2) years experience in leave management to include Family Medical Leave, Americans with Disability Act and/or workers' compensation.

Must pass a background check as prescribed by the City.

Certificates/ Licenses/Special Requirements

Supervisory Responsibility

None

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

06/2024

