

DIRECTOR – INTEGRATED DISABILITY PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for planning, implementing and administering a comprehensive program for managing all employee disability absences and leaves, including Workers' Compensation, Family and Medical Leaves, Return to Work and Modified Duty Programs. In addition, the incumbent oversees the operations of the Occupational Health Department. Supervision is exercised over a small number of professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements a program for managing all occupational and non-occupational disability absences at the Westchester Medical Center;

Develops and implements policies and procedures regarding absences and leaves which comply with all applicable laws and statutes and conform to applicable union contracts and labor policies and practices;

Gathers, tracks and trends all data regarding leaves and claims in order to develop strategies to minimize risk and control losses related to employee disability and absence;

Manages staff responsible for the day-to-day operations of the Integrated Disabilities Department and the case management of employee leaves;

Directs related programs such as Return to Work, Modified Duty, and Safety programs;

Directs, coordinates and facilitates the claims process for Workers' Compensation and various other disability programs;

Oversees the investigation, research and documentation of employee injuries and makes determinations regarding compensability;

Reviews individual case files in order to determine employer's position regarding specific medical treatment, surgery, and claims settlement;

Serves as the Westchester Medical Center's liaison to third party administrator, outside agencies, law firms, and Workers' Compensation Board for employee disability issues;

Oversees the operations of Employee Health Services and Occupational Health Center;

Develops and implements trainings regarding employee absence and Workers' Compensation;

Keeps abreast of all applicable laws, statutory rules and regulations related to departmental administration and operations;

Attends meetings, seminars, and conferences as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Cont'd)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, issues, and trends in the field of disability management; thorough knowledge of Federal, State and local laws, rules and regulations related to employee disability and attendance; thorough knowledge of principles of occupational safety and health; good organizational skills; working knowledge of medical terminology and conditions; ability to maintain effective working relationships with individuals, medical providers, Medical Center staff, and outside organizations involved in the claims process in order to achieve the best resolution of employee absence and disability related employment matters; ability to understand, interpret, and apply laws and regulations related to employee absence and disability; ability to communicate effectively orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; good judgment; tact; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* plus six years experience where the primary function of the position was the management of an employee absence, disability or occupational health program, one year of which must have included supervisory responsibilities.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Human Resources, Labor Relations, Public or Business Administration, or closely related field may be substituted on a year for year basis for up to two years of the above stated general experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
PQS1

Job Class Code: E0882
Job Group: Flat Rate