City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $48,895.00 - $75,900.00 **Frequency:** ANNUAL
Office Title: Benefits/Leave Of Absence Coordinator	**Work location:** 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Employee Services	**Number of Positions:** 1
Job ID: 247142	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction has an opening in its Employee Services Unit for an experienced Benefits/Leave Of Absence Coordinator. Reporting to the Director, with latitude to exercise independent judgment and initiative, the selected candidate tasks will include the following:

- Administers direct oversight and work assignments for HR's Benefits and Leaves of Absence areas;
- Assesses, reviews and completes work products pertaining to employee benefits administration including but not limited to, service and disability retirements, health benefits, deferred compensation plan, management benefits fund, union benefits, pension enrollments, and social security administration;
- Assesses, reviews and completes work products pertaining to employees' leaves of absence, including but are not limited to requests for Family and Self FMLA, FMLA Childcare, Intermittent FMLA and Personal leave of absence;
- Oversees as well as conduct retirement consultations with employees who submit notice of retirement requests;
- Prepares written correspondences pertaining to employee benefits and leaves of absence; researches information related to retirement and leaves of absence by providing technical assistance in resolving issues for employees;
- Coordinates the employee benefits "roadshow" training to agency staff by providing technical oversight in program planning and development; prepare training outlines, training brochures/materials and handouts, as well as conduct presentations on employee benefits and leaves of absence. Oversees the unit's presentation on employee benefits at New Hire Orientation.
- Maintains liaison with applicable agencies on employee benefits, including, the NYC Office of Labor Relations, NYC Employees' Retirement System, NYC Department of Citywide Administrative Services, NYCAPS, and Social Security Administration Offices, in order to facilitate the determination of benefit programs for agency staff;
- Partners with all the Facility's Personnel Supervisors, Captains and Wardens/Deputy Wardens and with multiple agency divisions/units such as Payroll, Timekeeping, EEO, Trials and Litigation, Health Management Division, Investigation Division, Applicant Investigation Unit, etc. to secure required information and/or documentation as well as to provide status updates pertaining to employees' long-term leave of absence and benefits requests;
- Oversees, compiles and develops statistical reports on long-term leaves of absence and retirement, to identify trends and forecast outcomes. Analyzes reports of employees who are either "missing in action" or "Absent without Leave" for production indicators to HR management;
- Researches existing policies and procedures that govern retirement, and long-term leaves of absence to ensure compliance to City/agency rules and regulations and advices staff of procedural changes while monitoring their implementation.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or

2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Ability to maintain high level of confidentiality;
- Verbal communication skills, strong multi-tasking, prioritization and organization skills;
- Attention to detail, critical thinking, analytical and problem solving skills;
- Knowledge of state and federal FMLA regulations;

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **247142**

For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **247142**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 07/12/16	**Post Until:** 11/11/16

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