
Job Title	HR Campus Time and Leave Management Administrator
PVN ID	RF-2106-004055
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$71,537.91
Hour(s) a Week	35
Closing Date	Sep 20, 2021 (Or Until Filled)

General Description

Annual Salary: \$71,537.91 + Commensurate with Experience

This is an administrative staff position reporting to the HR Manager/Time and Leave Administration, exercising independent judgment in the fulfillment of the duties and responsibilities assigned. This position is responsible for the administration of all time and leave benefits under the Research Foundation Time and Leave Policy (annual, sick, unscheduled holiday, Short and Long Term Disability, FMLA, Workers Compensation, Paid Family Leave etc.), for field employees, and functions as liaison to our providers, other RF departments involved in benefits management, and Human Resources teams.

Other Duties

- Functions as the subject matter expert and specialist for time and leave management. The position is the contact person who will provide technical information, counseling and guidance for field personnel and other Human Resources team members.
- Administer all aspects of time and leave programs, provide extensive case management and coordinate all administrative aspects of time and leave cases and claims.
- Responds to and provide guidance on complex time and leave matters requiring comprehensive knowledge of leaves policies and procedures to our clients and to RFCO staff.
- Administers RF time and leave programs, time and leave administration system processes, personnel policies and procedures, and related issues to field personnel, which includes employees, Principal Investigators, Program and Project Directors, Grant Officers and University staff.
- Responds to field personnel inquiries and complaints and resolves issues in person, by telephone, e-mail or written communication; conducts investigations as appropriate. Troubleshoots complex issues concerning time and leave management for other Human Resources team members.
- Maintain accurate records by creating and completing accurate time and leaves files (physical and spreadsheet content). Monitor time and leave reports to consistency and data reliability.

- Provides support in one or more areas of Time and Leave Administration: auditing, training, implementation of system and policy changes, and record maintenance.
- Plans, organizes and delivers training programs and informational meetings as needed, for field personnel, both at central office and on the campuses. Visits the campuses on a regular basis.
- Determines workflow priorities, workload balance, prepares work assignments as necessary. Assist the Time and Leave Administration team in Writing the parameters for reports necessary to the function of Time and Leave Administration and coordinates such reports with SIS, Finance Department and other RF departments.
- Identifies problem areas, develops solutions and assists the HR Manager/Time and Leave Administration in the implementation of such solutions.
- Other responsibilities as assigned and/or necessary.

Qualifications

- Bachelor's Degree from an accredited institution or equivalent experience
- Two years of experience in Human Resources/Leave Management/Health Insurance/Payroll, and/or Customer Service areas.
- Expertise in Leave Management subject areas.
- Excellent math, verbal communication and business writing skills.
- Highly detail oriented and organized.
- Ability to operate calmly under high stress situations
- Excellent computer skills (experience with Microsoft Word and Excel is required).
- Able to work independently, exercise good judgment and maintain confidentiality.
- Able to solve problems, instruct others and be a team player.
- Willingness to learn new systems and subject areas.