



POSITION DESCRIPTION

JOB TITLE: Manager, Employee Rights and Administrative Law Job Class:	
DATE	Office of Human Resources Employment Rights
BARGAINING UNIT: ASC-Exempt	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Manages the Employment Rights and Administrative Law department. Administers the Board's worker's compensation, Americans with Disabilities Act (ADA) and unemployment compensation programs. Manages the service received from the Board's third party claims administrator for workers compensation. Assesses and determines medical fitness of employees for duty including accommodations. Counsels and advises administrators and supervisors on the management of workers compensation, ADA and unemployment compensation matters. Identifies and analyzes risks, trends, legal matters and issues that affect the district's budget policies and operations. Provides assistance on EEOC/ERD legal issues.</p>	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manages all aspects of administrative law and employment law claims for Milwaukee Public Schools (MPS). Negotiates settlements pertaining to Workers' Compensation, Unemployment Compensation EEO and ADA claims and provides legal advice to MPS administrators.
2. Manages claims administration services with MPS' third party claims administrator for workers compensation, focusing on the management of large cases and litigated claims and identification and resolution of related service issues.
3. Identifies and implements defense strategies for litigated claims in conjunction with the City Attorney's Office. Represents the School Board at meetings with the City and the City Attorney's Office on workers compensation issues.
4. Manages workers compensation subrogation/recovery efforts and determines claim settlements with the City Attorney. Analyzes and makes recommendations to Chief Human Resources Officer for large claim and precedent setting claim settlements.
5. Administers and manages the Board's contractual 80-day wage continuation benefit to ensure cost management, assists payroll with changes and resolves payroll issues as they relate to injury pay adjustments and workers compensation leaves.
6. Represents MPS at all unemployment compensation hearings and ensures MPS is protected from faulty claims.

7. Assesses, administers and negotiates return to work arrangements including reassignments as they relate to workers' compensation and ADA. Communicates with physicians, administrators, department heads, attorneys and employee representatives. Handles the disposition of grievances as necessary.
8. Administers, researches, negotiates and resolves requests from employees for reasonable accommodations under the ADA, serving as the Board's internal resource. Determines defense strategies and assists the City Attorney's Office on litigated ADA cases.
9. Identifies and analyzes trends in Board's claim experience and related risks that affect costs and operations in the areas of responsibility and recommends and implements solutions. Conducts independent research in these areas of responsibility and provides budgetary input to determine means and ways to minimize the Board's costs and liability exposures.
10. Works with supervisors to address employees with long term medical restrictions and determines whether they are medically fit to continue working in current assignments. Serves as legal counsel to resolve fitness for duty issues.
11. Supports the design and on going operation of the Board's worker safety and loss prevention programs.
12. Represents MPS in all hearings related to Equal Employment Opportunity and ensures MPS responds timely to EEO and potential discrimination complaints.
13. Participates as a member of the OHR management staff to develop strategic plans for the HR Department and for Milwaukee Public Schools.
14. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction is provided by the Chief Human Resources Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervisory responsibility for three staff members.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a law degree from an accredited university and a member in good standing with the Wisconsin Bar Association.

Experience Requirements

Seven or more years of experience overseeing worker's compensation ADA and unemployment compensation claims and program administration in a large institution is required; public sector experience is desired.

Knowledge, Skills, and Abilities

Outstanding oral and written communication and presentation skills are essential. A thorough understanding of state and federal workers compensation, unemployment compensation and ADA regulations including legal defense from an employer perspective. A sound working knowledge of workers compensation claims administration. Technological literacy and experience working with human resource information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required. The appropriate temperament to work with delicate and confidential medical information. Ability to proactively analyze, interpret and administer complex regulations and laws. Need for creative, flexible thinker who is a quick study and responds well under pressure. An effective communicator who can easily and clearly explain complex legal and regulatory issues to a diverse audience. Experience supervising staff and managing budgets is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.