



JOB INFORMATION

Job Code:	117152
Job Title:	Disability Payment Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in the administration of disability payments. Coordinates with internal and external organizations for the calculation and issuance of disability benefit payments for short term disability, long term disability, paid family leave and faculty paid parental leave. Implements and modifies policies and procedures.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related disability experience.
X		Knowledge of and ability to interpret regulations and policies and procedures.
X		Strong communication and interpersonal skills.
X		Background in disability management.
	X	Demonstrated experience in disability and payroll.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
			CPDM (Certified Professional Disability Management) designation.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the administration of disability payments. Coordinates with internal and external organizations for the calculation and issuance of disability benefit payments for short term disability, long term disability, paid family leave and faculty paid parental leave.				
Liaises with University Payroll Services, Benefits Office, Employment Development Department (EDD), Human Resources Service Center and the third party administrator for employees going on disability or returning to work from disability to ensure payments and benefits are up-to-date. Coordinates payments online for monthly, biweekly and hand drawn, out-of-cycle checks for short term disability, long term disability, paid family leave and return-to-work benefits.				
Partners with the Provost's Office to facilitate the Faculty Family Leave Program. Communicates eligibility requirements to faculty and Human Resources Partners, verifies accuracy and completion of forms, and assists with faculty family leave reimbursements.				
Facilitates the auditing of disability payments. Makes any necessary corrections via Workday or third party administrator to maintain accuracy by processing adjustments such as overpayments and late payments. Assists with expense transfers related to Faculty Paid Parental Leave.				
Modifies and implements policies and procedures. Advises and provides consultative services to employees and Human Resources Partners on policies and procedures, including appropriate plan interpretation and implementation.				
Provides training to co-workers regarding auditing, calculating and processing disability benefits in Workday. Partners with the third party administrator to ensure the University complies with state-mandated rules and regulations. Updates and implements processes that ensure continued efficiencies and added services to the university.				
Investigates and resolves disability matters through considerable research, collection of data and review of options. Establishes and verifies history of payments, eligibility of benefits and course of action to resolve disability issues/matters.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.