

***State of Rhode Island***

***Department of Administration***

***Human Resources Analyst III – Disability Management Unit***

The State of Rhode Island has an opportunity available within the Department of Administration, Division of Human Resources for a Human Resources Analyst III (HRA III)

***Human Resources Analyst III – Disability Management Unit***

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| Within the Division of Human Resources, the HRA III serves as a supervisor in the Disability Management Unit, providing expert guidance and direction to staff, ensuring high-quality customer service in end to end leave of absence and disability case management and serves as the critical communication link between all parties involved in leave of absence and medical disability cases.  This position works under general supervision and exercises a high degree of independent judgment.The HRA III proactively communicates with employees, management and other HR teams, acts as the subject matter expert in FMLA, ADA, FFCRA and leaves of absence and ensures that management understands the employer’s responsibilities with regards to federal and state leave of absence and disability laws.  As a supervisor, the HRA III manages caseloads efficiently, organizes priorities and provides timely intervention to ensure that quality standards for case management are met.  The HRA III is responsible to educate employees and managers regarding the ADA interactive process and acts as the primary contact for both.         The HRA III is responsible for developing, tracking and managing documentation, notification, correspondence and administrative details; compiling, reviewing and analyzing data for follow-up as required with unit staff as well as for presentation of reports and recommendations to superiors; communicates ideas and process improvements regarding current policies and procedures to superiors; and performs similar related duties.  The ideal candidate for this position will be a Human Resources professional with experience administering leave of absence and disability management programs**Qualifications:*** Graduation from a college of recognized standing with a Bachelor’s Degree in Public Administration, Human Resources Management or a related field
* Experience – such as may have been gained through employment in a responsible professional position within a Human Resources setting.
* Must possess extensive knowledge of state and federal laws concerning disability management and the general principles governing collective bargaining agreements
* The successful candidate will possess excellent verbal, written and interpersonal skills with the capacity to communicate across multiple State agencies and levels of management, data-base management skills, the ability to build relationships and establish credibility, the ability to adapt to change and to manage multiple priorities in a fast-paced environment, and well-developed critical analysis and decision-making ability

***To Apply:*** ***Please visit the APPLY RI Website at:*** [***www.apply.ri.gov***](http://www.apply.ri.gov)***An Equal Opportunity Employer*** |