



## City of Lincoln/Lancaster County Employee Leave Benefits Specialist

<b>SALARY</b>	\$64,444.64 - \$82,264.00 Annually	<b>LOCATION</b>	Lincoln, NE
<b>JOB TYPE</b>	Full time/probationary or status	<b>JOB NUMBER</b>	202500305
<b>DEPARTMENT</b>	Human Resources Department	<b>DIVISION</b>	Risk Management
<b>OPENING DATE</b>	05/12/2025	<b>CLOSING DATE</b>	5/26/2025 11:59 PM Central

### Job Posting Information

The Human Resources Department at the City of Lincoln / Lancaster County has an exciting opportunity for an **Employee Leave Benefits Specialist** within our Risk Management Division.

Are you passionate about making a difference in the workplace? Step into a dynamic role where you'll play a key part in supporting our team members through life's important moments. As our Employee Leave Benefits Specialist, you'll lead the way in managing employee leave programs including FMLA, ADA, Workers' Compensation, and other protected leave initiatives.

In this role, you'll become an expert in leave regulations, ensuring every request is handled with precision, care, and compassion. You'll be the go-to resource for employees, guiding them through their rights and responsibilities with clarity and empathy. Plus, you'll take charge of coordinating with third-party administrators to streamline our workers' compensation process, keeping everything running smoothly behind the scenes. If you're detail-oriented, love solving problems, and enjoy helping others navigate challenging times, this is the opportunity to shine in a role that truly matters.

### Benefits for YOU:

- A one step pay increase upon completion of the 6-month new employee probationary period, and eligible for annual performance-based merit increases thereafter.
- The accrual of 88 vacation leave hours per year.
- The accrual of 95.94 sick leave hours per year.
- 11 paid holidays and 2 personal convenience days per year.
- Medical, dental, vision, and supplemental term life.
- Medical and/or dependent care flexible spending accounts.
- \$70,000 of life insurance the first of the month following hire.
- Post Employment Health Plan (PEHP) on your behalf.
- 401(a) Retirement Plan. If you make a 7% contribution, the City will contribute 9%.
- Deferred Compensation Plan.

- Six weeks of paid parental leave.

## Minimum Qualifications/Necessary Special Requirements

- Associate degree in public or business administration, human resources management, or related field.
- Two years of current experience in the area of recruitment and selection, compensation and classification, or benefits administration.

Any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills will be considered.

---

### Employer

City of Lincoln/Lancaster County

### Address

555 South 10th Street, Room 302

Lincoln, Nebraska, 68508

### Phone

(402) 441-7597

### Website

<http://agency.governmentjobs.com/lincolnne/default.cfm>

## Employee Leave Benefits Specialist Supplemental Questionnaire

### \*QUESTION 1

Do you possess an Associates degree in public or business administration, human resource management or related field?

- ☐ Yes
- ☐ No

### \*QUESTION 2

How much experience do you hold in benefits administration specific to worker's compensation claims?

- ☐ Less than 2 years
- ☐ 2 - 4 years
- ☐ 4 - 6 years
- ☐ 6 - 8 years
- ☐ Over 8 years

### QUESTION 3

Please indicate which employer you obtained this experience with and describe your experience.

### \*QUESTION 4

Please describe your experience with managing FMLA, ADA, and Workers' Compensation cases.

**\*QUESTION 5**

**How have you worked with third-party administrators in these processes?**

\* Required Question