

CLASS SPECIFICATION
Fire and Police Disability and Retirement (FPDR) Director

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

This position is responsible for the general management of the City's independent pension and disability plan that administers benefits for the City's sworn police and fire personnel. (Note: As of January 1, 2007, newly hired sworn police and fire personnel will be enrolled in the State's public retirement system.) The position will report to the Mayor, and under the Mayor's policy direction plan, organize and direct the activities of the FPDR Bureau operations. As stated in the City Charter, the Board shall supervise and control the FPDR Fund and Reserve Fund. Under direction from the Board, this position will plan, organize, manage and direct the functions, programs and activities of the FPDR Fund; provide staff support and technical expertise to the Board, and perform other related duties as assigned. The FPDR Director is referred to in the Charter as the Fund Administrator and is required to be a qualified disability expert. The Director rather than the Board is directed by Charter to decide applications for disability benefits. The employee in this position shall be appointed by the Mayor, approved by the Board and confirmed by the City Council.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for managing and directing the FPDR Bureau and under the direction of the Board manages and directs the functions, programs and activities of the FPDR Fund. The incumbent develops procedures, systems and policies needed to carry out the functions and activities of the Fund and provides staff and technical support to the Board. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion. The position requires technical expertise and knowledge of best practices related to disability claims administration and adjudication, current medical standards, case management, vocational rehabilitation and return-to-work especially in the areas of job-related injuries and illnesses. An understanding of the principles of public safety pension plans is necessary as well as the ability to provide analytical information related to benefit policy and cost issues and other sensitivities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of staff assigned to the bureau; with staff, develops, implements and monitors work plans to achieve Fund mission, goals and performance measures; directs the development of and monitors performance against the Fund budget; consistent with the City's quality and citizen service expectations, manages and directs the development,

implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures.

2. Plans, organizes, directs and evaluates the performance of supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the Mayor in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's, bureau's and Fund's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Administers, manages, plans, organizes and directs the functions, programs and activities of the FPDR Fund in a manner that is consistent with the Board's strategic direction; implements program goals and objectives; develops and implements office systems and procedures applicable to the administrative functions of the Fund.
5. Provides consultation, advice, guidance and staff support to the Board; develops Board meeting agendas; oversees the distribution of information and materials to trustees; provides staff support to Board committees; conducts projects and studies as requested by the Board; monitors legislative activity and notifies the Board and of legislation impacting Fund operations or funding; recommends policy changes to Board; implements changes as directed by the Board; provides testimony on behalf of the Fund and the Board; responds to inquiries from Fund members, the media and the public
6. Manages the Fund's pension management programs; administers the disability program for sworn police and fire including developing program design and overseeing, managing and directing investigation of claims, review of case management activities including evaluation of medical treatments for appropriateness and ordering independent medical examinations and physical capacity evaluations, the evaluation and settlement of claims and appeals, overseeing vocational rehabilitation case management, overseeing management of contracts with outside providers of managed care, bill auditing services; oversees education programs for the Fund's stakeholders in areas related, but not limited to, the Fund's goals, initiatives, outcome measures, policies and procedures .
7. Works with the Hearings Officer selected by the Board to adjudicate disability claims.
8. Provides annual reports to the Council on benchmarks and develops record keeping systems to meet the goal of reviewing the Fund's programs; coordination of annual performance audits.

9. Collaborates with Police and Fire Bureaus' leadership to; integrate benefits, control overall cost of disabilities, and facilitate the early return-to-work of injured members.
10. Collaborates with the Bureau of Human Resources to integrate benefits and effectively review labor relations issues.

Represents the Fund and the Board on various committees and task forces and with other agencies; makes presentations to the City Council, neighborhood and retired employee associations and the Police and Fire bureaus.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles of disability law and claims management and processing at the expert level; knowledge of medical issues; procedures for managing, administering, analyzing, adjudicating and litigating claims.
2. Fire and police retirement plans, provisions and state laws.
3. Medical terminology, anatomy, and the care and treatment of occupational injuries and diseases.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
5. Federal, state and local laws, regulations and legal procedures and techniques applicable to benefit claims administration and adjudication.
6. Principles and practices of public administration, including budgeting, financial planning, purchasing and maintenance of public records.
7. Research methods and data analysis techniques.
8. Principles and practices of effective business communication.
9. Operation of standard business computer software.
10. Principles and practices of effective management and supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, manage and direct the work of bureau staff engaged in administering a comprehensive retirement and disability program for sworn police and fire personnel.
2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
3. Understand, interpret, explain and apply complex retirement and disability related rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Exercise expert independent judgment and initiative within established policy guidelines and legal parameters.
5. Present proposals and recommendations clearly, logically and persuasively in meeting with the Board and other groups.
6. Represent the City effectively in dealings with employees and employee organization and bureau representatives on a variety of benefits issues.
7. Communicate effectively orally and in writing.
8. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
9. Maintain confidential and sensitive information.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and employee situations.
11. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, Police and Fire Bureau staff, Board members, employee organizations, the media and the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance or a closely related field; and at least seven years of progressively responsible experience in the administration and management of large complex, employee disability and retirement plans; or an equivalent combination of training and experience. Experience working with public safety employee disability programs is preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 01-01-07 New classification FPDR Fund Director (7014) created. Corrected JCN to 7013.
June 2009 - Change Job Class number from 7013 to 30000412, due to system change.