**STEVEN M. BUSH, CPDM**

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**OBJECTIVE**

To obtain leadership role as Manager/ Director in Absence and Leave Administration utilizing my passion, enthusiasm, and keen position-specific insight to help serve as a change agent for any "right fit" organization who has a need for a professional with my advanced skill set; all with line of sight to Company culture and operational goals, while also advocating for the disability, leave and employment needs of its workforce.

**STRENGTHS**

• U.S. Navy & Marine Corps veteran with over 22 years of direct, Disability & Leave-related experience with steadily increasing scope and responsibility, including present role for 12+ years.

• Dedicated to serving as visible champion for the disability and leave needs of employees.

• Possesses stellar communication, leadership, and proven position-specific skillset.

• Owns strong clinical background empowering unique disability case insight.

• Specializes in complex case decision-making utilizing intuitive, skillful and collaborative approach to consult and deliver positive outcomes for all involved stakeholders.

**RELEVANT POSITION-SPECIFIC EXPERIENCE**

**People & Culture- Manager, Integrated Absence & Disability Services** September ‘07 to June ‘20

Consumers Energy, Jackson MI

* Directly managed Team and Integrated Absence & Disability Services function, including comprehensive Leave Administration Program (STD, LTD, Military, FML, State, Personal, & Transitional/ RTW restricted duty accommodation, self-admin/ insured Workers Comp program.
* Administered Americans w/ Disabilities Act (ADA) Reasonable Accommodations Program.
* Oversaw DOT/ Federally regulated Fitness for Duty Drug Screen Program & Employee Assistance/ *Guidance Resources* Programs, respectively.
* Developed State-wide Occupational Health Clinic matrix and maintained interface responsibilities for both drug screen collection and occupational injury care.
* Served as Co-Lead for in-house, Corporate Certified Athletic Trainer (ATC) program.
* Personally conducted clinical reviews, analysis and approvals for Disability Retirement benefit & Disabled Dependent Healthcare eligibility under CMS Energy Benefit Plans.
* Served as visible Corporate Subject Matter Expert (SME) for all matters pertaining to employee medical, absence, and disability issues. Personally developed all absence & disability education & training materials and delivered training for leaders and workforce. Consulted and provided guidance on all complex medical, absence, and disability employment matters.
* Actively partnered in defending absence/ disability-related EEOC complaints, led Company response to Department of Labor (DOL) inquiries, and partnered w/ Legal counsel in crafting legal strategies, then represented Company during litigation to mitigate risk/ exposure.
* Leveraged extensive Labor Relations acumen to help create positive medical, absence and disability outcomes for all potentially impacted stakeholders.
* Utilized team-building skills in cultivating valuable internal corporate relationships with Corporate Safety, Risk Management, Accounting, Payroll, HR Operations, and Employee Benefit in leading efforts to resolve all challenges, and effectively administer appropriate benefits for all employees. Also managed numerous external vendor, supplier, and provider contracted relationships.

**Various accomplishments:** Led deployment of massive communication effort to connect with union workforce to increase understanding of Company workers compensation process. Partnered with Corp Safety to conceptualize and deploy Company-wide, on-site, Certified Athletic Trainer Program. Finally, developed the vision & scope, then led development, selected a vendor, and implemented best-practice, fully Integrated Absence & Disability Services organization from previously unmanaged program.

**HR- Worker’s Compensation Program Manager, Corp Risk Management** May ’06- Sept ‘07

Little Caesar Enterprises/ Ilitch Holdings, Detroit, MI

**HR- Sr. Worker's Compensation & Employee Disability Analyst**   May ‘04 to May ‘06

DTE Energy Company, Detroit, MI

**HR Generalist**/ Medical Records ClerkMay ‘98 to Oct ‘01 Wohlert Corporation, Lansing MI

**United States (US) Navy** Sept ‘91 to Dec ‘97

San Diego, CA and Okinawa

**EDUCATION/ PROFESSSIONAL CERTIFICATIONS**

Certified Professional in Disability Management (CPDM) Aug ‘17

Insurance Educational Association, Online Course Curriculum

Certified Workers Compensation Professional (CWCP) Apr ‘10

Human Resources Executive Education, Michigan State University

Bachelor of Arts Degree, Interdisciplinary Studies in Human Resources                             May ‘04

College of Social Sciences, Michigan State University, East Lansing, MI

Associates Degree, General Studies with HR Emphasis May ‘02

Lansing Community College, Lansing MI

Graduate US Naval Hospital Corps School Jun ‘94

San Diego, CA

Graduate US Naval Leadership Candidate School Apr ‘94

San Diego, CA

**OTHER SKILLS & APTITUDES**

Seasoned HR professional who exudes passion and enthusiasm in creating positive employment outcomes for all stakeholders within the medical, absence and disability space; owns strong proficiency, comfort and skill in navigating work comp case management and complex legal outcomes. Additional career focus resides in Labor Relations, legal risk mitigation/ avoidance, and employee safety, health, wellbeing and injury prevention strategies. Possesses strong medical/ clinical background with acute knowledge of medical diagnostic and treatment procedures, anatomy & physiology, medical terminology, medical case management, industrial injury/disability guidelines, and increased focus on employee behavioral health issues. Has strong leadership capabilities, deploying effective collaboration, employee empowerment & positive communication. Possesses strong statutory knowledge pertaining to EEO, HIPAA, FMLA, ERISA & ADA. Exudes professionalism, conscientiousness and a heightened sensitivity to work place diversity & inclusion. MS Office Suite, SAP, Adobe, Kronos PeopleSoft, internet, email and social media proficient.

**References and College Transcripts Available Upon Reques**