



NEW:
07/01/2016

JOB TITLE:	LEAVE CENTER SPECIALIST
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8481
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates the support for all leave of absence cases. Effectively coordinates all cases/claims to include general administration, comprehensive case management and program compliance with the Family and Medical Leave Act and all related employment laws. Performs exemplary customer service and assistance to employees, associates, cost center heads and principals. Remain current on industry trends, regulations and legislation to assure programs are in compliance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the subject matter expert for the Leave Center
Interprets and administers leave programs and policies in accordance with applicable federal and state employment laws (FMLA, USERRA etc.).
Administers all aspects of leave programs. Provides extensive case management and coordinates administrative aspects of leaves
Independently approves and/or denies leave cases based on relevant medical information. Coordinates and organizes all medical information and ensures that HIPAA and Employee Privacy guidelines are closely monitored and effectively executed
Manages all administrative aspects of leave to include tracking hours used/taken and working closely with HR, Benefits and Payroll to ensure pay for associates is accurate and correct
Works closely with associates to ensure that all relevant completed medical documentation is submitted for timely review. Maintains appropriate contact with associates on leave and coordinates aspects of return to work, transfers, and extensions of leaves
Conducts investigations of alleged fraudulent activity of leave cases. Works closely with the Employee Relations team to identify, research and resolve matters
Produces and manages reporting metrics and analytics for leave cases
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Working knowledge of FMLA, Federal, and State legislation as it pertains to leaves
Three (3) years Human Resources experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Human Resources Certification
Ability to multi-task and drive multiple projects