



NEW: Submitted:
10/26/2022 10/25/2022

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8637
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general administration and maintenance of employee leaves of absence; counsels employees on leave policies and procedures; maintains confidential records and audits District reports related to absences; calculates leave return dates and other return dates that impact staffing; verifies eligibility for leaves of absence and coordinates leave actions with external departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Counsels employees regarding leaves of absence and provides employees with accurate and timely information on absences, medical certification requirements, return to work dates, building rights dates, etc. with a high level of customer service
- Coordinates employee leaves of absence with other departments including; but not limited to, Human Resources, Payroll, Risk Management & Benefits, and sick leave bank administrators
- Processes leaves of absence, including preparation and maintenance of documents, reports, and records; determines eligibility for leaves, including leave under the Family and Medical Leave Act (FMLA)
- Reviews leave documents for missing and/or unclear information, accuracy, and completeness
- Maintains confidential medical information and documents in accordance with HIPAA regulations
- Identifies and prepares District letters to employees including; but not limited to, leave designation, insufficient documentation, expired leaves, and docked days
- Ensures all appropriate documentation is complete
- Maintains an accurate record of all leaves
- Reviews and approves payroll system leave transactions meeting all payroll deadlines
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- 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.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Two (2) years of experience managing high volumes of information and data accurately
- Ability to communicate effectively, both orally and in writing
- Excellent customer service skills
- Effective communication skills
- Excellent attention to detail

DESIRABLE QUALIFICATIONS
Working knowledge of State and Federal laws, statutes and regulations
Working knowledge of policies, and procedures related to leaves
Experience in a diverse workplace