



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
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

Monitors and processes District reports pertaining to leaves of absences, including biweekly sick, dock, FMLA, and worker's compensation reports

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 to allow Leave Administrator to approve the leave

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)

Three (3) years of experience in area of assignment

Ability to communicate effectively, both orally and in writing

Excellent customer service skills

Effective communication skills

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