



NEW: Submitted:
10/26/2024 10/15/2024

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching.? The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).? Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).?

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