



NEW: Submitted:  
12/10/2019 12/10/2019

JOB TITLE:	COORDINATOR LEAVE CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8287
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides specialized expertise regarding employee leaves of absence programs including the Family and Medical Leave Act (FMLA), District leave programs, and reasonable accommodations under the Americans with Disabilities Act (ADA). Coordinates and reviews all employee leave requests including administration and case management and ensures compliance and consistency with district policies and procedures, collective bargaining agreements, and applicable employment laws.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates and supervises all administrative aspects of JCPS leave programs to include reviewing employee leave requests and medical documentation and makes final determinations on approvals, denials, requests for additional information, return to work, and leave extension requests
- Reviews Advisors Employee Leave tracking of employee eligibility for FMLA, leave allotments, and ensures that leave reports are being efficiently monitored and processed in a timely manner
- Reviews and approves all payroll system leave actions and ensures the Leave Center meets all payroll deadlines
- Collaborates with and provides outstanding customer service and first tier issue resolution to employees and to other departments including but not limited to HR Staffing, Benefits, Payroll, and Employee Relations
- Serves as a subject matter expert by providing interpretation and guidance to administrators, employees, and Advisors Employee Leave on JCPS leave policies and procedures, applicable employment laws, and collective bargaining agreements as it relates to leaves of absence
- Investigates areas of potential or alleged leave abuse/fraudulent activity and provides recommendations to the supervisor and Employee Relations
- Works closely with Employee Relations on any leave policy violations
- Assists, under the direction of the supervisor in coordinating reasonable accommodations under the Americans with Disabilities Act (ADA), including conducting conferences and providing expert counsel to employees and Administrators in all areas of leaves and ADA compliance
- Remains current and ensures Leave Center compliance with applicable employment laws, industry trends, and conducts research to make recommendations to the supervisor
- Produces reports and metrics regarding leaves of absence and reasonable accommodations
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by the 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
Three (3) years of successful experience in Human Resources
Working knowledge of FMLA, ADA, HIPAA, USERRA, and applicable Federal and State employment laws
Strong organizational and customer service skills; proven ability to communicate orally and in writing
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR, SHRM-CP, or other Human Resources Certification
General knowledge of Kentucky education law
Experience in a diverse workplace