

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
Job Description**

<b>JOB TITLE</b>	<b>Employee Leave Specialist</b>
<b>ADMINISTRATIVE RELATIONSHIP</b>	Under the directions of the Assistant Superintendent of Human Resources or designee.
<b>CLASSIFICATION</b>	Classified Confidential
<b>REQUIREMENTS</b>	<p><b>Experience:</b> Possession of two years of employee leave administration experience, including experience performing disability compliance activities.</p> <p><i>Preferred:</i> Experience administering employee leaves and/or disability compliance programs in a school district, community college, county, or county office of education.</p> <p><b>Education:</b> High school diploma.</p> <p><i>Preferred:</i> Associate degree or higher in human resources, public administration, business administration, or other related fields from an accredited college or university.</p> <p><b>Certification:</b> Certificate in human resource administration preferable.</p> <p><b>License:</b> Possession of a valid California driver's license.</p>
<b>SALARY SCHEDULE</b>	<b>Classified Confidential Range 15</b>
<b>WORK YEAR/HOURS</b>	<b>260 Days</b>
<b>LOCATION</b>	<b>District Office</b>
<b>BOARD APPROVAL</b>	<b>June 8, 2022</b>

<b>BASIC FUNCTION</b>
<p>Under the directions of the Assistant Superintendent of Human Resources or designee, the Employee Leave Specialist administers district-wide employee leave and attendance, time-off, and disability accommodation program to ensure compliance with laws, policies, regulations, and collective bargaining agreements; provides consultation and advice in the areas of employee leaves administration, absence management and disability accommodation, including technical assistance related to the management of complex leave interactions and absence management cases; responsible to advise employees on leave eligibility and is responsible to participate in the development of and conduct training for supervisors regarding obligations under the various laws and policies of leave of absence and accommodations.</p>

## **DISTINGUISHING CHARACTERISTICS**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

## **ESSENTIAL FUNCTIONS**

- Serves as a subject matter expert to staff and management regarding leaves, absence management, and disability accommodation in accordance with applicable laws and policies.
- Administers leaves of absence, including personal leave, medical leave, bereavement leave, military leave, leave without pay, and parental leave.
- Advises and counsels employees and supervisors on leave eligibility, interaction, and job implications and guidelines.
- Coordinates the processing of leave of absence requests.
- Coordinates the transfer of occupational data to external contacts (e.e.g, retirement agencies, school districts).
- Researches and recommends policies and best practices regarding the effective management of employee attendance and absenteeism.
- Ensures accommodations are up-to-date based on notices of changes in medical restrictions.
- Works collaboratively with Benefits, Payroll, and Risk Management departments regarding leave and medical restriction issues that impact return to work, pay, and/or benefits.
- Effectively communicates changes in return to work dates and leave statuses to Payroll and appropriate departments and site staff in a timely manner.
- Assists in the resolution of employee disputes related to disability issues.
- Serves as a liaison between the District and employee organizations regarding disability, leave, and attendance program efforts.
- Accurately interprets, applies and maintains current, working knowledge of FMLA, CFRA, ADA, USERRA, collective bargaining agreements, and other state or federal laws that affect leave and disability compliance.
- Maintains current understanding of the legal and technical issues involving leaves and involving disability in the workplace and specifically, requirements related to reasonably accommodating employees.
- Conducts basic interactive meetings and documents steps taken in the interactive process, while escalating complex issues to higher-level managers for assistance and decision making.
- Researches, analyzes and evaluates various methods of accommodation to ensure innovative and alternative approaches are considered for implementation to enhance workplace engagement.
- Communicates employee and applicant rights and responsibilities verbally and in written format.
- Responds to questions regarding the laws and procedures for employees utilizing leave of absence or requesting accommodation.
- Researches information and verifies the validity of off-work orders as necessary.
- Verifies eligibility for ADA services by reviewing disability documentation from medical providers.
- Creates training and communication materials relative to disability compliance and leaves of absence to enhance employees' understanding of the programs.
- Assists in updating policies relating to leaves, time-off, and disability accommodation programs.
- Conducts training presentations in the areas of disability compliance, leaves of absence, and leaver interactions.

- Ensures maintenance of off-work orders and leave record system.
- Prepares narrative and statistical reports regarding leave data and trends.
- Operates a computer and assigned software programs and platforms; operates other office equipment; drives a vehicle to conduct work.
- Other related duties as assigned.

**KNOWLEDGE OF:**

- Education Code, Family Medical Leave Act (FMLA), California Family Rights Act, (CFRA), pregnancy disability leave (PDL), Uniformed Services Employment and Reemployment Act (USERRA), Health Insurance Accountability Portability and Accountability Act (HIPPA), Fair Employment and Housing ACT (HUD), Genetic Information Nondiscrimination ACT (GINA), and Americans with Disabilities Act (ADA).
- Research and data collection methods.
- Public speaking and public relations, principles and practices.
- Modern office procedures, methods, and computer equipment.

**ABILITY TO:**

- Demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with employees.
- Communicate complex information in a clear and concise manner using a caring, empathetic, and compassionate approach.
- Creatively and collaboratively problem-solve to facilitate the design of new, standard methods of tracing and administering complex medical leaves of absence.
- Travel to various site and school locations.
- Provide own transportation to sites during the workday.
- Gather, organize, analyze, evaluate, and interpret data.
- Prepare clear and comprehensive reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze problems, identify solutions, and project consequences of proposed actions.
- Properly interpret and make decisions in accordance with school district regulations, collective bargaining agreements, laws, regulations, and policies.
- Understand and follow oral and written communication.
- Research pertinent rules, processes, procedures, federal, state, and local laws and ordinances, Education Code, regulations, and policies.
- Use common office machines and current technology
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and to effectively work as part of a team.
- Work independently with little to no supervision.
- Maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time
- See for purposes of reading laws and codes, rules and policies, other printed matter, and observing students
- Understand speech at normal levels
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Office environment.

Travel to various locations.

#### **HAZARDS:**

Exposure to dissatisfied or abusive individuals.