

# REYNOLDS SD 7

## Human Resources Leave Specialist (HR- Leave Specialist 6508 12102024)

### JOB POSTING

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#### **Job Details**

*Title*

**Human Resources Leave Specialist**

*Posting ID*

**HR- Leave Specialist 6508 12102024**

*Description*

#### **Primary Purpose:**

The FMLA/Leave Specialist will oversee and administer leave requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws, and short-term or long-term disability plans. Provide clerical services in obtaining substitute teachers so classrooms are appropriately staffed with no disruption in the educational program; to perform clerical work as assigned.

#### **Qualifications:**

Education/Licensure/ Testing Required/Bonding:

- Bachelor's degree in human resources or related field required.
- Two years of human resource experience preferred.
- SHRM-CP or SHRM-SCP preferred.
- Completion of specialized certification or training on FMLA/leave administration a plus.
- Oregon Fingerprint and Criminal background check clearance.

#### **Skills, Knowledge and/or Abilities Required:**

**Skills to** Handles the FMLA leave administration process from the employees initial notice of the need for leave to the return to work. Gather and complete all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use. Maintain reasonable communication with employees on leave to facilitate smooth and timely return to work; relays communication between employees and their managers during leave within reason. Advise managers and employees on the interaction of leave laws with paid time off, workers compensation, and short-term and long-term disability benefits. Oversees the return-to-work process for employees returning from extended FMLA, workers compensation, or other leave(s). Facilitates other leave requests, which may include accommodation requests under the ADA. Administers other company time-off programs as assigned in accordance with internal policy and applicable laws. Drafts and/or recommends revisions to company leave policies to ensure compliance with federal, state, and local laws and regulations. Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices. Preserves confidentiality of employee medical documentation and files. Maintains knowledge of all applicable leave and accommodation laws including the FMLA, ADA, and state and local laws. Performs other related duties as assigned.

**Knowledge of:** applicable Federal, State and local laws and regulations and district policies relevant to the task areas described above, benefits leave laws, and/or payroll. Strong negotiation/influencing skills. Strong problem-solving skills. Strong oral and written communications skills required. Proficiency Microsoft Office skills. Strong independent problem-solving skills. Ability to create process guidelines and protocols as it pertains to all leave types, ADA and workers' compensation. Advanced knowledge of federal and state leave laws. Strong working knowledge of FMLA/OFLA, ADA laws, Workers Compensation laws, and medical benefits as it pertains to leave law. Experience with collective bargaining agreements units preferred.

**Ability to:** interpret and apply rules and regulations relating to HR under the Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OARs); communicate effectively both orally and in writing; establish and maintain effective working relationships with a wide variety of groups and individuals of varied cultural and educational backgrounds, work well independently and as part of a team to problem solve and achieve desired outcomes; prepare and present

comprehensive, effective oral and written reports to the Board of Directors, district and school staff; effectively provide direction to and advise appropriate personnel; plan and organize work; work accurately and with attention to detail; meet schedules and time lines.

Must also possess effective interpersonal and human relations skills, excellent problem solving, and consensus building skills, and strong organizational skills with demonstrated ability to manage multiple complex roles and responsibilities and effectively multitask to manage multiple priorities to meet all established goals and objectives.

**Experience Preferred:**

- Staffing organizational systems and structures.
- Work effectively as part of a leadership team, both inside the district and external organizations which provide networking opportunities for the district
- Interpret and comply with laws, rules, and policies related to education, district Administrative Regulations, and labor contracts.
- Proficiently navigate HR-related and utility software programs and assist in digital automation of HCM processes.
- Possess a high level of conflict resolution skills.
- Exhibit patience and compassion, yet assertiveness, in communicating effectively during confrontational and emotional situations involving staff, students, parents, and patrons.

**Special Skills Preferred:** Bilingual Spanish/English

**Major Responsibilities and Duties:**

**Leave Administration:**

1. Process all long-term absences, determine eligibility for various leave programs including Family and Medical Leave (FMLA) and temporary disability leave according to established guidelines, and provide employees with required timely notice.
2. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information on deductions from pay relating to absences, medical certification requirements, return-to-work dates, etc.
3. Work cooperatively with Finance department and risk management to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims and Sick Leave Bank.
4. Present information on leave benefits
5. Engage in the administration of leaves in accordance with applicable state and local laws and monitor return to work status.
6. Review, approve and process FMLA/OFLA, ADA Accommodations, Unpaid, Administrative leave requests and Workers' Compensation through its full cycle to ensure compliance. Collaborate with management to determine if request will be approved.
7. Conduct meetings with employees regarding accommodations and leave programs.
8. Educate and guide employees on the types of leave offered by the district, legally and/or federally mandated to ensure awareness and understanding of the process and responsibilities on behalf of the employee.
9. Interpret and provide guidance to the District Collective Bargaining Agreements unit contracts and BOLI laws for the purpose of advising staff and supervisors and making appropriate decisions regarding leave usage.
10. Educate and guide employees on the types of leave offered to ensure awareness and understanding of the process and responsibilities on behalf of the employee.
11. Review and analyze employee return to work documentation and engage in interactive process regarding return to work restrictions. Analyze essential job functions as compared to restrictions, develop recommendations for management regarding return-to-work (RTW) accommodations, and determine final decision whether to grant or deny accommodation.
12. Load, and adjust all new hire and current employees' leave accruals for all staff.
13. Process leave and accommodation requests by engaging in an interactive dialog with the employee to better understand their needs and medical requirements.
14. Lead the interactive process with employees and management and make recommendations.

15. Review and analyze employee return to work documentation and engage in interactive process regarding return to work restrictions. Analyze essential job functions as compared to restrictions, develop recommendations for HR and management regarding return-to-work (RTW) accommodations, and determine final decision whether to grant or deny accommodation Act as liaison to retirement plan third party administrators
16. Review, monitor, and process attendance through iVisions.
17. Make edits to requests as needed or as requested by staff

#### **Workers Compensation Administration**

1. Receive and process accident reports and workers' compensation claims and file all insurance forms and Workers' Compensation Commission reports in a timely manner, including wage statements, First Report of Injury, Supplement Report, and job information.
2. Establish and maintain contact with injured employees and provide assistance with claims and obtaining health care as appropriate.
3. Communicate with workers' compensation insurance carrier, doctors, nurses, campuses, and health care providers to ensure appropriate processing of claims.
4. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.

#### **Records, Reports, and Correspondence**

1. Prepare correspondence, forms, and reports, using personal computer
2. Maintain physical and computerized employee leave/workers' compensation/Sick Leave Bank records, including confidential medical certifications
3. Input, access, and compile data and assist with preparing reports on employee leave status, utilization of employee leave programs, and on worker's compensation claims.
4. Prepare and submit information required for processing substitute teacher payroll.

#### **Substitute Coordinator Support**

1. Performs a wide variety of clerical work including typing, filing, record keeping, preparing reports.
2. Coordinates assignments of substitute teachers from an approved list.
3. Maintains records of all employee absences including sick leave, vacation and comp time.
4. Screens applications for substitutes, verifies past employment and credentials and maintains substitute list.
5. Receives information pertaining to daily absence of employees and notifies sites.
6. Inputs and updates information into computer.
7. Computes amounts of sick leave, vacation, and comp time and provides employees with information.
8. Answers phones and provides appropriate information.
9. Maintains a variety of files and records.
10. Prepares and summarizes a variety of reports (usage, absences, evaluations, etc.)
11. Processes a variety of forms and handles correspondence as needed.
12. Performs related duties as requested

#### **Other Job Functions:**

1. Requests for assistance often requires immediate attention, creating conflicting urgent projects and priorities.
2. Travel to schools and other locations for meetings.
3. Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.
4. Coordinate monthly Sick Leave Bank meetings.
5. Establish and maintain accurate record-keeping systems.
6. Establish and maintain effective working relationships with students, teachers, administrators, co-workers, supervisors, and the public.
7. Responsible for volunteer/election process for Sick Leave Bank board members.

8. Direct other responsibilities as assigned by the Executive Director of Human Capital Management.
9. Handle all information, calls and requests with professionalism and confidentiality to ensure compliance with HIPAA regulations.
10. Assist the Assistant Superintendent of HCM with matters pertaining to negotiations and other collective bargaining issues, including providing reports and making recommendations related to paid and unpaid leave language in the Collective Bargaining Unit.
11. Work with the Collective Bargaining Unit groups to resolve employee conflicts pertaining to leave, workers' compensation, ADA or disciplinary issues.
12. Assist and offer guidance pertaining to employee relations issues for both Collective Bargaining Unit.
13. Handle and process all payroll updates, edits, changes for leave of absences, ADA temporary reduction in work schedules, Workers' Compensation temporary reduction in hours schedule.
14. Other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment; personal computer and peripherals; calculator, multi-line phone system; copier

**Communications/Other Equipment:** Cellular phone; instructional equipment

**Physical:** Bend, stoop, kneel, and crouch to effectively set up and take down equipment for professional development events and activities; talking; hearing/interpreting conversation; near visual acuity/depth perception with or without visual accommodation

**Lifting:** Moderate, 15-44 pounds weekly

**Carrying:** Moderate, 15-44 pounds weekly

**Posture:** Prolonged sitting for prolonged periods; reaching; handling.

**Motion:** Repetitive hand movement and fine motor coordination and dexterity of hands and fingers to operate computer equipment; occasional overhead reaching.

**Environment:** Work prolonged or irregular hours; travel to various District sites utilizing employee-owned vehicle; occasionally work additional hours outside regular business hours including evenings and weekends dependent upon Executive Director's meeting and events schedule. Occasional remote work environment may be required by district.

**Mental Demands:** Maintain emotional control under stress. Work well under pressure. Perform under extreme heavy workloads and inflexible deadlines.

**Full Time**

**\$83,584.00 - \$94,124.00 / Annual**

**REYNOLDS SCHOOL DISTRICT**

*Shift Type*

*Salary Range*

*Location*

**Applications Accepted**

*Start Date*

**12/10/2024**

**Job Contact**

*Name*

**Shaunice Silas**

*Title*

**Executive Director of Human Resources**

*Email*

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*Phone*