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| <b>JOB TITLE:</b>      | <b>ADMINISTRATOR, LEAVES OF ABSENCE</b>          | <b>DIVISION:</b>         | <b>DISTRICT – ADMINISTRATION &amp; DEVELOPMENT</b> |
| <b>REPORTS TO:</b>     | <b>DIRECTOR OF EEO &amp; WORKFORCE INCLUSION</b> | <b>EEO CATEGORY:</b>     | <b>02 – PROFESSIONAL</b>                           |
| <b>FLSA:</b>           | <b>EXEMPT</b>                                    | <b>SAFETY-SENSITIVE:</b> | <b>YES</b>   |
| <b>CLASSIFICATION:</b> | <b>NON-REPRESENTED</b>                           | <b>LOCATION:</b>         | <b>SAN RAFAEL</b>                                  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the general direction of the Director of EEO and Workforce Inclusion, this position is responsible for performing journey-level professional Human Resources work administering the non-industrial medical leaves of absence (Absence Management Program), supporting EEO/employee relations, creating, and conducting District-wide EEO trainings and assisting with special projects. Independently administers Absence Management Program for compliance including tracking and managing employee non-industrial leaves, reviewing, and evaluating the overlap between federal, state, and local laws and facilitating the return-to-work and interactive processes; Assists to resolve problems through consultation, analysis, and recommended actions. Exercises discretion and independent judgment and possesses expert knowledge of related laws, regulations, policies, rules, and procedures. Researches, evaluates, and implements new methods and tools for enhancing program services. Consults with managers, employees, administrative staff, and union representatives on all aspects of non-industrial leaves of absence.

### Essential Responsibilities

- Plans, organizes, and directs leave programs including FMLA/CFRA/PDL, Military and District leave policies (Medical Leave of Absence; Personal Leaves) requiring the use of initiative and resourcefulness, considerable independent judgment and extensive contact with employees and managers.
- Facilitates Interactive Process/Reasonable Accommodation.
- Ensures compliance with medical and disability leave regulations and policies.
- Serves as a subject matter expert and resource advising management, employees and union representatives on federal and state disability leave laws, and related District policies and procedures.
- Ensures smooth return-to-work transitions for employees and managers.
- Researches, analyzes, and evaluates impact of federal and state legislation and regulations on leave programs and recommends implementation of compliance strategies.
- Attends and participates in professional group meetings; stays current with new trends, technologies, and innovations and changes in program area.
- Develops, organizes, and directs the maintenance of records systems and databases.
- Participates in development and delivery of Diversity, Equity and Inclusion initiatives, newsletters, and employee resource groups.



- Escalates complex issues to manager and works with legal counsel to determine methods for resolving complex leave issues.
- Develops rules, guidelines, reports, and procedures designed to ensure timely handling, tracking and record maintenance of all intermittent and consecutive leave.
- Develops and conducts EEO, leave management, interview tips and other trainings.
- Interprets federal and state laws as well as collective bargaining agreements with regard to absence management, and various EEO policies.
- May assist with investigations into claims of workplace discrimination complaints.
- Prepares managers for and/or attends disability-related grievance hearings and/or agency hearings.
- Writes and/or updates related policies and practices as necessary.
- Provides project management assistance with high-impact departmental projects as assigned.
- Knows and follows the safety and health rules and safe working practices applicable to job.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance required.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Federal and state laws related to EEO compliance on leave management
- Principles of Human Resources and EEO Compliance Programs
- Principles of Investigations
- Principles of training design and delivery
- Principles of Diversity, Equity, and Inclusion

### Skill in or Ability to:

- Effectively provide program-related advice and to counsel managers, employees, and union representatives regarding program area
- Demonstrate proficiency (at an advance level) in using computers and software such as Microsoft Office (MS Word, Excel, Power point, and Access) and Adobe platforms for editing and creating forms and newsletters
- Demonstrate an advanced level of skill using Human Resources Information Systems (HRIS) or similar applications
- Effectively manage projects
- Demonstrate excellent planning and organization skills
- Develop good working relationships with a variety of stakeholders and maintain a professional and cordial demeanor at all times
- Demonstrate compassion and discretion while working with sensitive employee disability issues
- Demonstrate excellent verbal, written and presentation communication skills
- Maintain a high level of confidentiality
- Adhere to District Values



## Minimum Qualifications

### EDUCATION/EXPERIENCE REQUIREMENTS:

#### A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in Human Resources Administration, Public Administration, or a related field. Position related experience may be substituted on a year-for-year basis in lieu of degree. A written statement detailing experience in lieu of degree must be submitted at time of application.
- Three years of progressively responsible experience in human resources. Absence management experienced preferred.
- Experience interpreting and applying federal and state leave and EEO laws.
- Experience providing advice and consultation to employees regarding leave benefits, such as FMLA, CFRA, ADA, PDL, etc.
- Experience creating trainings and presenting at all levels.
- Experience conducting internal EEO investigations and employee relations desired.
- Experience in a public sector unionized environment desired.
- Professional certification in Human Resources or equivalent desirable.
- Professional certification in Disability Management desirable.

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

### Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone, and other office equipment. Ability to travel to District facilities.