

**Central Valley School District
Job Description #806**

TITLE Leave Specialist

GENERAL SUMMARY

The Leave Specialist performs a variety of tasks to ensure the smooth, efficient processes and procedures related to Leaves of Absence. The Leave Specialist will interface with the Human Resources and Business Services Departments on a regular basis regarding Leaves of Absence. The Leave Specialist will help employees understand the District policies and procedures, the necessary paperwork, FMLA, WAFL, WA Care Act, USERRA, Shared Leave, Worker's compensation, etc. related to Leaves of Absence.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Leave Specialist may perform all or a combination of the following:

1. Maintain sensitivity and confidentiality related to all aspects of the position.
2. Exhibit initiative, creativity and enthusiasm in performing job functions.
3. Respond to employees and the public in a cordial, courteous manner.
4. Answer the telephone, relay messages and schedule appointments.
5. Compose standard letters, memos and reports accurately, professionally and independently with minimal supervision.
6. Attend pertinent workshops and training sessions.
7. Stay abreast of changing laws and policies and procedures related to Leaves of Absence.
8. Update leave forms to comply with requirements and changes.
9. Ensure leave forms are updated on the intranet.
10. Respond to inquiries and concerns regarding Leaves of Absences.
11. Coordinate Leave of Absence information and records with Human Resources and Business Services.
12. Assist in the processing of ESD 101 Incident Report Forms and keep ESD 101, Human Resources and supervisors informed.
13. Track Leaves of Absences using Human Resource information, Incident Report Forms, the sub calling system, Report of Employee Absence forms, etc.
14. Notify employees when documentation is needed and provide the appropriate leave forms – Leave of Absence Request, FMLA Certification, Report of Employee Absence, Application to Receive Shared Leave, ESD 101 Incident Report Form, etc.
15. Determine FMLA eligibility and the impact of leave on the employee's pay and benefits.
16. Provide information to Business Services to facilitate retirement reporting, payroll deductions, time sheet processing, benefit changes and leave usage.
17. Prepare and distribute Employer Response to FMLA Leave Request letters to employees and Human Resources.
18. When necessary, provide employees with relevant benefit information and enrollment/claim forms.
19. Distribute copies of approved Leave of Absence Request forms to supervisors.
20. Review Report of Employee Absence forms and the absence database for accuracy.
21. Manage shared leave donations and use.
22. Organize and maintain separate Leave of Absence and confidential medical files for employees.

23. Track, review and report the status of Leaves of Absence to Human Resources and Business Services on a regular basis.
24. Prepare annual "Return from Leave" letters in the spring.
25. Verify CVEA leave without pay in early August each year.

REPORTING RELATIONSHIPS

This position reports to the Business Manager.

MENTAL DEMANDS

Required to meet strict reporting deadlines; requires concentration; exposed to frequent interruptions; may deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Possess 3 - 5 years successful experience in payroll preparation, preferably in a school district.
2. Possess the ability to accurately type/word process 55 wpm.
3. Possess knowledge of FMLA, WSERRA, WAFL and WA Care Act related to Leaves of Absence.
4. Possess knowledge of District policies and procedures, Shared Leave program, Worker's Compensation program, collective bargaining agreements, pay, benefits and leave related to Leaves of Absence.
5. Possess ability to use office machines: copier, calculator, computer, laminator, etc.
6. Possess experience using mainframe computer, with emphasis on accurate data entry.
7. Possess a "customer service" orientation.
8. Possess demonstrated skill in attention to detail.
9. Possess demonstrated skills in oral and written communication.
10. Demonstrate effective organizational and prioritization skills to meet deadlines.
11. Possess the ability to work well independently.
12. Possess excellent filing skills.
13. Proficient with spreadsheets.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY