



LEAVE MANAGEMENT SPECIALIST

JC: 000213

PB: 036

BU: 9 (NR)

FLSA: Non-Exempt

*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.*

DEFINITION

Under close supervision, assists with tracking employee leaves; coordination of disability related claims such as Workers Compensation, Family Medical Leave, and Short/Long Term Disability; conducts initial leave eligibility determinations; performs a variety of administrative and clerical tasks; and performs related duties as assigned.

CLASS CHARACTERISTICS

This paraprofessional specialist level classification is responsible for performing general to semi-complex work in the Leave Management Division of the Human Resources Department. Work is typically performed within established policies and procedures and is typically reviewed by supervisors or lead workers. This classification is distinguished from the Leave Management Analyst classification in that the latter is responsible for administering and coordinating employee leave benefits programs including worker's compensation and disability leave and maintaining, analyzing and auditing Districtwide employee leave data disability claims.

REPORTS TO

Supervisor of Leave Management or designee

EXAMPLE OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides day-to-day assistance in the administration and coordination of employee leaves related to disability claims; answers general leave management questions by phone, e-mail, and in-person.
2. Receives, logs and processes all leave requests including Workers Compensation, Family Medical Leave, Short/Long-Term disability, and other disability related claims and requests; follows up on missing or incomplete documentation; and sends correspondence related to requests and approval determinations to employees.
3. Reviews and modifies timesheets for employees who are on disability related leaves and coordinates changes with the Time Accounting and Administration Department (TAAD) and Payroll Department as needed.
4. Logs, maintains, and monitors database and records for employee physical examination clearances and other job related certifications and documentation.

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5. Prints and assembles New Hire Orientation packets, Family Medical Leave applications, and other correspondence and documents.
6. Receives e-mails from District Secretary related to subpoenas and information requests, and processes documents and returns related files to the District Secretary.
7. Receives, sorts and processes electronic and physical mail for distribution.
8. Organizes and maintains various departmental files; types correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions; proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
9. Receives, inspects, processes and documents records sent to records center; retrieves and forwards requested records.
10. Archives disability files and ensures that requested records are released to authorized persons; provides controlled access to records center and, as necessary, monitors activities of requestor reviewing the files.
11. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports such as wage statements and employer statement requests from Third Party Vendors.
12. Attends all committee meetings and assists with administrative tasks including coordinating schedules, preparing agendas, recording meeting activities, preparing minutes, preparing packets and other paperwork for distribution, and providing general administrative support.
13. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and procedures for employment benefits
- Bid process and union requirements
- Employment laws, labor laws, and government regulations regarding new hire documents
- Personnel information systems
- Principles and practices of administrative/clerical support for the day-to-day operations of a function or department
- Office management practices and procedures including the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Basic business data processing principles and the use of on-line computer equipment

Skill/Ability in:

- Preparing clear and concise written reports and correspondence
- Researching and summarizing various materials
- Reading and interpreting rules, policies and procedures
- Composing routine correspondence from brief instructions

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- Using initiative and sound independent judgment within established guidelines
- Operating standard office equipment including a word processor and an on-line computer system
- Maintaining accurate records and files
- Completing large volume data entry
- Arranging information in a particular pattern
- Troubleshooting and resolving operating problems
- Speaking to diverse audience
- Managing confidential information
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

The equivalent of four (4) years of full-time verifiable professional experience in administration or office assistance which will have provided the required knowledge and skills listed above.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5360 – Human Resources Assistants
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : June 2019
Revised: January 2023
Updated :