

Job Title:	Senior Human Resources Specialist, Leave Administration
Grade Level/Terms of Employment:	Unified Pay Schedule, Pay Grade 124 (260 days, 12 months)
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Director, Benefits and Compensation

General Description:

The Senior Human Resources Specialist, Leave Administration administers all leave of absence programs, including family and medical leave of absence, non-medical leave of absence, paid parental leave, military Leave, short term disability and long term disability. The Senior Specialist collaborates with the Finance Department and disability carriers to ensure employees are paid accurately while on leave of absence, and maintains compliance with leave of absence and employment laws including the Family and Medical Leave Act (FMLA).

Essential Duties and Responsibilities:

- Communicates with employees regarding their needs for leave and/or modified work schedules; ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave
- Handles the FMLA leave administration process from the employees' initial notice of the need for leave to the return to work including gathering and completing 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
- Maintains 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
- Advises managers and employees on the interaction of leave laws with paid time off, 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

Qualifications:

- Bachelor's degree in human resources related field or equivalent training and experience required

- Minimum of five years of employee experience in a HR related field
- Minimum of two years of experience in leave administration
- Strong analytical skills and problem-solving abilities
- Ability to establish and maintain effective working relationships with departments, administrators, school officials and employees
- Authentic, effective, and professional communication style including the ability to communicate effectively in person and by email and phone
- Ability to use time effectively and efficiently while managing multiple priorities
- Proficiency with MS Office Suite (MS Word, Excel, PowerPoint) and Google Suite
- Bilingual/fluency in Spanish preferred