

ABSENCE MANAGEMENT SPECIALIST



Human Resources Department

Purpose:

The Absence Management Specialist is accountable for the placement of substitutes in areas of the district where coverage is needed. On a daily basis, the position requires operating, maintaining, troubleshooting and analyzing data in the Absence Management system. This includes the entering of reason codes, budget numbers and the approval of sub---shortage payments. The Absence Management Specialist tracks and verifies all employee absences. Constant contact is required with substitutes to provide coverage for absences, as well as provides training of the Absence Management system. Although the Absence Management Specialist does not have supervisory responsibilities, the incumbent interfaces with numerous employees across the district at all levels of the organization.

Reports to: Human Resources Systems and Operations Managers

Nature & Scope:

The Absence Management Specialist independently follows standardized routines under general supervision. The work is recurring in nature, and involves information management, internal customer service and operation of the Absence Management system. The nature of the work requires strict adherence to policies, procedures, and regulations. As a member of the Human Resources Department, the Absence Management Specialist engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. The Absence Management Specialist regularly interfaces with substitutes, school administrators and secretaries, teachers and other non---licensed staff.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. The Absence Management Specialist manages the day to day operations of the Absence Management system. This includes operating, maintaining, troubleshooting, and analyzing data in the Absence Management system. When the Absence Management System is unable to fill all vacant substitute positions, the Absence Management Specialist is required to make outbound calls in order to fill the vacancies.
3. The Absence Management Specialist creates absences in the system and corrects the absences created by others. This involves verifying and editing important financial information, including budget numbers, reason codes and date ranges for the absences. The individual must also monitor leave accounts of employees.
4. The Absence Management Specialist must instruct/train school secretaries, substitutes and other employees on the use of the Absence Management system. The Absence Management Specialist creates and updates training documents, including employee handbooks.
5. Information must frequently be audited by the Absence Management Specialist to confirm accuracy. There are yearly audits of both the Absence Management system and the IFAS system. Audits are done on a weekly basis to confirm appropriate use of leave

time and black-out days. Entries by principle secretaries and specialty secretaries must be audited to verify accuracy.

6. The Absence Management Specialist provides imperative information to several areas of the district, in the form of reports, lists etc. Administrators are provided reports regarding absences and sub-shortages. School secretaries are provided with leave information and lists of available substitutes in requested areas. Important data is also supplied to payroll, in the form of uploaded information related to absences.
7. The Absence Management Specialist disseminates information in the form of presenting/training. This includes presenting at new employee orientations, presenting at the yearly secretary in-service and testifying at hearings for the department of unemployment regarding unemployment claims.
8. The Absence Management Specialist is required to provide support to the Accounting Assistant IV role. This would involve setting up new hire substitutes in the IFAS system by creating pay records, credential records, experience records etc.
9. The Absence Management Specialist must frequently test upgrades and functions of the Absence Management system and of WebConnect. When errors or issues arise, in the systems, the Absence Management Specialist must troubleshoot and resolve these issues.
10. The Absence Management Specialist maintains and updates the Tutor List, so that tutor information can also be shared with others.
11. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
12. Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must have a high school diploma, or G.E.D.
2. Must have three years of general office experience.
3. Must be able to communicate effectively with teachers, administrators and non-licensed staff.
4. Must be able to establish and maintain complex manual and computerized record-keeping systems.
5. Must have experience with computers and printers.
6. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
7. Must have excellent problem solving skills, phone skills and the ability to multi-task and work independently.
8. Must maintain strict confidentiality of sensitive information.
9. Must be able to respond to official inquiries and make written entries on reports and records.
10. Must be able to pass a criminal background check.

Working Conditions:

The incumbent work primarily within an office setting and is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling is required. The incumbent is required to hear and speak for extended periods of time. Must be able to lift up to 20 pounds. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures

include, but are not limited to: blood---borne pathogens; allergens; dirt; odors; dust; and cold and hot temperatures. The schedule required is early, generally from 6:00 am to 2:30 pm, in order to accommodate substitute staffing needs. The Absence Management Specialist may be required to be on---call during times of a system crash or other incidents of peak need.

Work Year: 260 Day Contract

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.