

Human Resources
Leave and Accommodations Coordinator

Purpose Statement

The job of Human Resources Leave and Accommodations Coordinator is done for the purpose of ensuring compliance with Federal, State, District and bargained leave provisions, including administration of worker's compensation claims, random drug/alcohol testing, and ADA accommodations for employees. This position is technical in nature, analyzing and determining employee leave or accommodation entitlements. This position requires communication with District employees, administrators, Puget Sound Workers Compensation Trust representatives, vendors and union representatives for the purpose of providing and receiving information. Additionally, this position evaluates and addresses employee accident reports, worker's compensation claims and accommodation requests, and meets with employees to evaluate their needs and available leave or reasonable accommodation options. The person in this position will evaluate, respond to, and resolve questions and issues related to leaves, work injuries, disability accommodations and related payroll issues. Additionally, this position requires the ability to work independently, with discretion, utilizing independent judgment, excellent time management skills, excellent communication skills and self-discipline to meet critical deadlines.

Essential Functions

- Administers all aspects of District's workers compensation program for the purpose of ensuring the processing of claims are in compliance with Federal, State and District requirements.
- Attends and leads meetings for the purpose of conveying and/or gathering information required to perform functions.
- Composes a variety of written material (e.g. reports, memos, letters, claim forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Conducts employee investigations regarding work injuries for the purpose of evaluating course of action, compliance with all leave laws and District policies.
- Conducts intake meetings with employees and union representatives (e.g. writes reports/letters to physicians and health care providers, researches and trains employees on accommodation equipment, etc.) under the Americans with Disabilities Act (ADA) for the purpose of compliance with the ADA.
- Coordinates random drug and alcohol testing for District employees through the Puget Sound Workers Compensation Trust for the purpose of ensuring compliance to the District's drug free workplace policies.
- Develops and produces system reports; verify information for accuracy and make corrections as needed.
- Ensures compliance with employee privacy laws, for the purpose of District adherence to HIPAA (Health Insurance Portability and Accountability Act) State and Federal regulations.

- Evaluates data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with policies and procedures and/or monitoring program components.
- Collaborates with personnel regarding a variety of procedures and program requirements for the purpose of taking appropriate action and/or complying with established guidelines.
- Maintains a detailed understanding of the District's BusinessPlus HR/PY system, including the ability to research pay, leave balances and/or benefit history to relay important pay, leave, and benefit entitlements to employees. Communicate pay, leave, and benefit changes and corrections to employees by explaining how our system operates and the complexities involved with each change.
- Manages a variety of confidential records and files (e.g. medical documentation, accident reports, work injury forms, etc.) for the purpose of maintaining historical records and making informed decisions in accordance with District and legal requirements.
- Monitors all District employee work status for injured employees for the purpose of facilitating the District's return to work program for injured employees.
- Participates and/or assists with planning for meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions and develop better processes.
- Researches a variety of information (e.g. work injury claim trends, leave laws, accommodation equipment, etc.) for the purpose of implementing remedial actions and recommending alternative courses of action to maintain compliance of all leave laws and reduce incidents of accidents/injuries.
- Reviews regulations for the purpose of ensuring District is in compliance with Federal, State, OSHA, District and bargained leave provisions and reporting requirements.
- Responds to inquiries from District employees, union representatives, vendor representatives and the community for the purpose of providing direction, approving and denying employee leave requests, processing workers compensation claims, and administering leave provisions on behalf of the District.
- Reviews confidential leave details for the purpose of determining eligibility and maintaining compliance with State requirements for the District's Leave Share program.

Other Job Functions

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other tasks deemed necessary.

Minimum Qualifications

Bachelor degree or equivalent work experience with administering Federal and State leave laws, workers compensation, benefits, and collective bargaining agreement provisions required. Extensive knowledge of BusinessPlus system required. Previous Human Resources experience, specifically related to State/Federal leave laws required.

Continuing Education/Training

Continuing professional development in all areas of Federal, State, District and bargaining leave entitlements and Workers Compensation administration.

Required Knowledge, Skills, Abilities

- Effective communications skills
- Effective time management skills
- Ability to read, interpret, and follow directions independently with minimal assistance
- Ability to use sound judgment
- Ability to provide clear, concise, and accurate information, orally and in writing
- Ability to handle confidential information in a professional and sensitive manner
- Ability to take direction in various forms and from various sources
- Ability to perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required include; operate a computer and learn a variety of software programs and applications in a complex computer environment; proficient in Word, Excel, BusinessPlus, Frontline, Outlook, and 10-Key calculations.
- Knowledge of Federal, State leave entitlements, including FMLA, FLA, PDL, leave sharing, ADA, workers compensation and unemployment
- Knowledge of local collective bargaining agreements and District policies regarding leaves, benefits, ADA, work injuries and unemployment
- Ability to accurately perform detailed work
- Ability to work alone outside of normal office hours
- Ability to interpret technical and legal terms/provisions
- Ability to speak effectively in front of large groups of people

Working Conditions

Office job; requires visual and mental concentration on high volume of detail; requires prolonged exposure to visual display terminal; computer operation requires dexterity and precision; required to sit for prolonged periods; experiences occasional interruptions and inflexible deadlines; often required to deal with distraught, frustrated, and angry people.

Licenses/Special Requirements

Valid Driver's License and Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance