

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAVES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain all processes and systems needed to manage a variety of leave entitlements, including sick and medical leave, vacation, personal necessity leaves, Family and Medical Leave Act, California Family Rights Act, child bonding/parental leave, Absent Without Pay (AWOP), and other leaves outlined in the collective bargaining agreements or board policy.

ESSENTIAL DUTIES:

Maintain all processes and systems needed to manage a variety of leave entitlements, including, but not limited to, sick and medical leave, vacation, personal necessity leaves, Family and Medical Leave Act, California Family Rights Act, child bonding/parental leave, Absent Without Pay (AWOP), and other leaves outlined in the collective bargaining agreements or board policy.

Maintain a variety of files, including but not limited to, attendance reports, personal necessity forms, jury duty certificates, doctor's notes, attendance leave balance reports, and extended leave day counts.

Identify and collaborate with appropriate departments, school sites and/or administrators to resolve time reporting discrepancies.

Ensure timekeeping data has been accurately entered in the Leaves Tracking System, enter corrections, adjustments, pro-ratings and overrides as required to ensure accurate pay, accruals, transfers and position overrides. Receive and record employee attendance affidavits.

Provide information on leaves available under the Collective Bargaining Agreements and/or Board Policies. Provide training on the Employee Leave Tracking System (ELTS) to district users.

Monitor leave usage and balances for each employee; monitor allowed usage and available balances for extended illness leaves.

Update and correct leave entries in the Employee Leaves Tracking System (ELTS) to address missed entries, errors, adjustments, and site changes.

Notify Human Resources, Payroll department, and Risk Management/Benefits for any employee who is nearing exhaustion of all available paid leaves.

Receive and track doctor's notes submitted by employees for extended sick leave to ensure District compliance with the Genetic Information Nondiscrimination Act and for compliance with district policies and bargaining unit agreements.

Calculate and report unused and excess leave balances to CalPERS, CalSTRS, and APPLE as required.

Monitor employee leave time for absences without pay, notify Human Resources, Payroll, supervisor, and the employee of dock status in accordance with collective bargaining agreement language when leave without pay occurs.

Monitor and notify employees and supervisors of excess vacation balances in accordance with collective bargaining agreements.

Input and track employee eligibility determination for FMLA/CFRA leave, and any other applicable leaves as needed and to schedule and communicate with HR and Payroll options for employees who have exhausted their available leaves.

Review all work year calendars for Administrators, Principals, Assistant Principals, Counselors, Psychologist, and Therapist, School Session +10 and any other modified work year calendar to ensure non-duty days are not exceeded and additional work days are being complied with. Forward reviewed and verified calendars to Human Resources or appropriate department for approval.

Complete and submit Disability Claim forms with employment status, leave benefits, and employee earnings electronically or manually to requesting entities.

Complete and submit, to the County, CALPERS forms for all new hires, position changes, name changes, and status changes.

Complete and submit, to the County, Notice of Employment for new hires and position changes.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software.

Attend a variety of meetings and in-service trainings.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in State, Federal & Industrial Accident Leaves.

General public relations; Interpersonal skills using tact, patience, and courtesy

Basic accounting and internal control policies and procedures.

Financial and statistical record-keeping techniques.

District policies and procedures related to bargaining unit agreements

Applicable sections of the California Education Code and STRS/PERS regulations

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

ABILITY TO:

Maintain accurate employee Leaves and statistical records.
Monitor compliance with laws, policies and payroll accounting practices.
Develop effective practices and procedures to keep the Employee Attendance and Leaves Operations functioning efficiently;
Meet schedules and time lines.
Understand union collective bargaining agreements and memorandums of understanding;
Verify, post, balance and adjust accounts.
Process and record accounting transactions accurately.
Operate a computer and assigned software
Add, subtract, multiply and divide quickly and accurately.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Answer telephones and greet the public courteously.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent; supplemented by college-level coursework in accounting, business administration or related field is preferred.

Experience: Three years of increasingly responsible work experience that includes high volume of data input and/or tracking, preferably in a public-school setting.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions

PHYSICAL ABILITIES:

Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information.