

## **CONFIDENTIAL JOB DESCRIPTION**

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# **HUMAN RESOURCES LEAVE SPECIALIST**

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### **JOB SUMMARY:**

Under general supervision, the Human Resources Leave Specialist performs complex and confidential administrative work related to employee leave of absence programs within the District. This position is responsible for managing all aspects of employee leaves, ensuring compliance with federal, state and education-specific regulations and collective bargaining agreements. This specialist serves as the main point of contact for certificated, classified and administrative staff regarding leave matters and works collaboratively with school sites and departments to support employee needs and operational continuity.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide direct administrative support to the Director of Human Resources and collaborate with HR team members on cross-functional tasks.
- Manage and coordinate employee leaves of absence for all employee groups (e.g., certificated, classified, management), including FMLA, CFRA, ADA/FEHA, pregnancy disability leave (PDL), workers' compensation, military leave, personal leave and other statutory or negotiated leaves.
- Serve as the primary point of contact for employees regarding leave eligibility, required documentation, timelines and return-to-work procedures.
- Monitor and track all leave activity, including intermittent and continuous leaves, using District HRIS and timekeeping systems.
- Maintain accurate and confidential records in accordance with California Education Code, collective bargaining agreement and District policies.
- Interpret and apply provisions of union contracts related to leaves and provide guidance to ensure consistent and fair administration.
- Stay current with federal, state and local leave laws (e.g., FMLA, CFRA, FEHA, ADA, California Labor Code) and advise HR leadership of updates or changes that impact District policies.
- Support the ADA/FEHA interactive process, collaborating with employees, supervisors and HR administrators to identify reasonable accommodations.
- Communicate clearly with employees, HR and Payroll staff to ensure coordination of leave, benefits and payroll adjustments.
- Develop and maintain resources, guides and training materials related to leave administration for staff and administrators.
- Generate regular reports on leave trends and usage for HR leadership and assist in policy and procedural updates.

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### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- High school diploma or equivalent required; Bachelor's degree in Human Resources, Business Administration or related field preferred.
- Minimum of three (3) years of progressively responsible experience in Human Resources with direct experience in managing employee leaves of absence, public education or government experience preferred.
- Knowledge of state and federal leave laws (FMLA, CFRA, PDL, ADA, FEHA) and their application in a school district setting.
- Familiarity with California Education Code, certificated/classified employment categories and collective bargaining agreements.
- Strong interpersonal and communication skills; ability to work effectively with diverse employee groups and District leadership.
- High attention to detail, with the ability to handle multiple tasks; deadlines and sensitive situations with discretion and professionalism.
- Proficiency in Microsoft Office Suite and HRIS systems; experience with school district platforms (e.g., PeopleSoft, Frontline, Aesop or similar systems) is highly desirable.

*Confidential Salary Schedule: Range 22*  
*BOARD APPROVED: 11/12/25*