



Job Description

Job Title: Leaves Specialist
Department: Human Resources

Grade: J
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is responsible for a variety of complex clerical tasks that are essential to the operations of the Human Resources Department including document processing and data entry relating to employment records.

Characteristic Duties and Responsibilities:

1. Thorough understanding and interpretation of FMLA/Disability policies and procedures. Consults with employees to ensure they interpret these policies correctly. Also stays abreast of legislative updates as it relates to FMLA/Disability
2. Work closely with the systems office and IT person dedicated to HR to resolve any issues that arise with respect to leave reporting, longevity, compensated absences, suspend pay, etc.
3. Participates on committees for IT projects which include WTEA for part-time and full-time, EMMA, and WebAdvisor for Supervisors. FLSA knowledge and college and state policies as it relates to these projects and the implementation of them.
4. Responsible for working with IT to zero out certain leave plans, the over 240 vacation leave rollover process, attending year-end meetings and responsible for the process of having the compensated absences report for finance and G/L and resolving any differences.
5. Serves as back up for Executive Director Compensation and Benefits in classifying positions.
6. May enter and update personnel information into the information system; review for accuracy.
7. Administers STD, LTD and FMLA for the college.
8. May work with hiring managers to insure prompt and accurate flow of paperwork for new hires and terminations.
9. May process monthly timesheets and reconcile leaves for full-time employees, research discrepancies and contact employees/supervisors for clarification.
10. May assist employees and/or managers in applying established policies and procedures to a specific issue.
11. May provide relief for front desk: answer and direct telephone calls by providing information, take messages and screen requests for supervisors or refer to appropriate individual; may greet and direct visitors; may answers inquiries or provides general information regarding policies and procedures.
12. May generate reports for management review; may perform analysis of data from reports.
13. May work with Payroll to determine accurate longevity pay, and coordinate paid and unpaid leaves of absence.
14. May process verification of prior service and update dates for employment and longevity.
15. May assist in calculation of part-time service for retirement service credit.
16. May assist with employee benefits administration by answering questions, explaining applicable forms, and contacting vendors.
17. May assist with preparation and distribution of essential information to employees.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated May 2012



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18. When assigned, conducts basic research and compiles information as requested.
19. Reviews and approves independent contractors for the college.
20. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Director Compensation and Benefits
Direction Given: No authority or responsibility for the supervision of others, project direction or program management

Minimum Requirements:

Associate's Degree from a regionally accredited institution in Human Resources or related and two years' experience; Or 5 years work experience and training in Human Resources ; excellent computer and data entry skills, proficiency in Microsoft Office , high degree of confidentiality, and experience with HRIS systems required.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of typical office procedures
- Excellent communication/grammar skills (verbal and written)
- Pro-active customer service orientation
- Excellent computer and data entry skills
- Ability to work both independently and as part of a team
- Excellent organizational skills; ability to prioritize and handle multiple assignments in a fast-paced environment
- Ability to handle confidential information with absolute discretion

Working Conditions:

Typical office environment; may experience minor discomfort from frequent use of video display terminals; may require travel between buildings on the campus or to other campuses