



JOB TITLE:	LEAVES ANALYST	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	MANAGER OF EEO & COMPLIANCE PROGRAMS	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction of the Manager of Equal Employment Opportunity Compliance Programs, this position is responsible for performing journey-level professional Human Resources work administering the non-industrial medical leaves of absence (Absence Management Program), supporting EEO/employee relations, creating and conducting District-wide EEO trainings and assisting with special projects. Independently administers Absence Management Program for compliance including tracking and managing employee non-industrial leaves, reviewing and evaluating the overlap between federal, state and local laws and facilitating the return-to-work and interactive processes; develops and conducts related trainings. Assists to resolve problems through consultation, analysis and recommended actions. Exercises discretion and independent judgment and possesses expert knowledge of related laws, regulations, policies, rules and procedures. Researches, evaluates and implements new methods and tools for enhancing program services. Consults with managers, employees, administrative staff and union representatives on all aspects of non-industrial leaves of absence.

Essential Responsibilities

- Plans, organizes and directs leave programs including FMLA/CFRA/PDL, Military and District leave policies (Medical Leave of Absence; Personal Leaves) as well as reasonable accommodation and temporary accommodation requests
- Ensures compliance with medical and disability leave regulations and policies
- Counsels and advises management, employees and union representatives on federal and state disability leave laws, and related District policies and procedures
- Ensures smooth return-to-work transitions for employees and managers
- Escalates complex issues to EEO Manager and works with legal counsel to determine methods for resolving complex leave issues
- Develops rules, guidelines, reports and procedures designed to ensure timely handling, tracking and record maintenance of all intermittent and consecutive leave and reasonable accommodation requests
- Develops and conducts EEO related trainings for all employees
- Directs the maintenance of data records to ensure compliance with retention rules



- Interprets federal and state laws as well as collective bargaining agreements in regards to absence management and various EEO policies
- May assist with investigations into claims of workplace discrimination and unfair treatment
- Prepares managers for and/or attends disability-related grievance hearings
- Writes and/or updates related policies and practices as necessary
- Provides project management assistance with high-impact departmental projects as assigned Other duties as required
- Knows and follows the safety and health rules and safe working practices applicable to job
- Performs additional related duties as assigned
- Regular and reliable attendance and performance required

Required Knowledge, Skills and Abilities

Knowledge of:

- Federal and state laws related to EEO compliance areas
- Principles of Human Resources, EEO Compliance Programs

Skill in or Ability to:

- Effectively provide program-related advice and to counsel managers, employees, union representatives, insurance vendors and external consultants regarding program area
- Demonstrate proficiency (at an advance level) in using computers and software such as Microsoft Office (Word, Excel, Powerpoint, Access) and Adobe platforms
- Demonstrate an advanced level of skill using Human Resources Information Systems (HRIS) or similar applications (IFAS desired)
- Effectively manage projects
- Demonstrate excellent planning and organization skills
- Demonstrate excellent verbal, written and presentation communication skills
- Maintain a high level of confidentiality



Minimum Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in Human Resources Administration, Public Administration or a related field. Position related experience may be substituted on a year-for-year basis in lieu of degree. A written statement detailing experience in lieu of degree must be submitted at time of application.
- Three years of progressively responsible experience in human resources. Absence management experienced preferred.
- Experience interpreting federal and state leave and EEO laws
- Experience providing advice and consultation to employees regarding leave benefits, such as FMLA, CFRA, ADA, PDL, etc.
- Experience creating trainings and presenting at all levels
- Experience conducting internal EEO investigations and employee relations desired
- Experience in a public sector unionized environment desirable
- Professional certification in Human Resources or equivalent desirable
- Professional certification in Disability Management desirable

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.