Leaves Specialist

Department: Human Resources and Educator Quality
Job Code: TBD

FLSA: ☒ Exempt ☒ Non-Exempt
Salary Schedule: 70N

Reports To: Manager Employee Benefits
Work Days: 245 Days
Board Approved Date: September 17, 2013
Work Hours: 7.5 hrs/day

JOB GOAL: Under general supervision, responsible for performing advanced, specialized duties related to employee leaves, including vacation, sick, and various extended leaves, such as FMLA, extended health, personal leave, education leave, military leave; etc. Responsibilities include monitoring and maintaining accurate employee data, processing related forms and documents, and providing assistance to employees to ensure appropriate use of benefits.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provide guidance to employees regarding various types of leaves, answering questions concerning deductions from pay related to absences, leave balances, return-to-work dates, interpretation of contract language and/or district policies and procedures, and other related inquiries.
2. Monitor sick and other leave balances, making adjustments, as necessary, to ensure accruals are awarded according to established guidelines and policies.
3. Assist Sick Bank chairperson by collecting, verifying and processing all requests submitted for Sick Bank.
4. Prepare sick bank requests for review by committee, ensuring all confidential information is excluded; monitor and track available sick bank hours; and process results to support the District sick bank program.
5. Process leave transfer requests and final leave payouts, performing manual calculations as necessary to determine leave balances.
6. Process and monitor long-term absences; determine eligibility according to established guidelines for various leave programs, including Family and Medical Leave (FMLA) and donor leave; and provide employees with all required timely notices.
7. Work cooperatively with other departments to process and coordinate all employee leaves and absences, including those relating to workers’ compensation claims and Sick Leave Bank
8. Input, access, and compile data, and assist with preparing reports on employee leave status, utilization of employee leave programs, and on worker’s compensation claims.
9. Perform clerical and record keeping tasks to include preparing correspondence, maintaining records, word-processing, filing, copying, scanning, data-entry, answering phones, and preparing reports.
10. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to maintain accuracy of data in systems
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders

EDUCATION, TRAINING & EXPERIENCE:
- Associate’s degree or equivalent (2 years of college coursework)
- One year of clerical, data entry, and/or customer service experience
  OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
PREFERRED QUALIFICATIONS:
- Bachelor’s degree from an accredited institution
- Prior experience in human resources or benefits

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedentary Work</td>
<td>Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</td>
</tr>
<tr>
<td>Light Work</td>
<td>Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.</td>
</tr>
<tr>
<td>Medium Work</td>
<td>Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.</td>
</tr>
<tr>
<td>Heavy Work</td>
<td>Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</td>
</tr>
<tr>
<td>Very Heavy Work</td>
<td>Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</td>
</tr>
</tbody>
</table>

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Sitting</td>
<td>Resting with the body supported by the buttocks or thighs.</td>
</tr>
<tr>
<td>F Standing</td>
<td>Assuming an upright position on the feet particularly for sustained periods of time.</td>
</tr>
<tr>
<td>O Walking</td>
<td>Moving about on foot to accomplish tasks, particularly for long distances.</td>
</tr>
<tr>
<td>S Climbing</td>
<td>Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.</td>
</tr>
<tr>
<td>S Balancing</td>
<td>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.</td>
</tr>
<tr>
<td>S Bending</td>
<td>Lowering the body forward from the waist.</td>
</tr>
<tr>
<td>S Stooping</td>
<td>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</td>
</tr>
<tr>
<td>S Kneeling</td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>S Crouching</td>
<td>Bending the body downward and forward by bending leg and spine.</td>
</tr>
<tr>
<td>S Crawling</td>
<td>Moving about on hands and knees or hands and feet.</td>
</tr>
<tr>
<td>F Twisting</td>
<td>Moving body from the waist using a turning motion.</td>
</tr>
<tr>
<td>R Reaching</td>
<td>Extending hand(s) and arm(s) in any direction</td>
</tr>
<tr>
<td>O Pushing</td>
<td>Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to _____ pounds of force</td>
</tr>
<tr>
<td>O Pulling</td>
<td>Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to _____ pounds of force.</td>
</tr>
<tr>
<td>O Lifting</td>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to _____ pounds of force.</td>
</tr>
<tr>
<td>R Finger Dexterity</td>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.</td>
</tr>
<tr>
<td>R Grasping</td>
<td>Applying pressure to an object with the fingers and palm.</td>
</tr>
<tr>
<td>O Feeling</td>
<td>Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips</td>
</tr>
</tbody>
</table>
DISTRICT SCHOOL BOARD OF PASCO COUNTY
Non-Instructional Non-Bargaining
JOB DESCRIPTION

Leaves Specialist
District School Board of Pasco County

R | Repetitive Motions | Substantial and continuous movements of the wrists, hands, and/or fingers.
---|-------------------|------------------------------------------------------------------------------------------------------------------
R | Talking           | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R | Hearing Acuity    | The ability to perceive speech and other environmental sounds at normal loudness levels.
R | Visual Acuity     | The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

- [ ] Outdoors The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- [ ] Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- [X] Indoors and Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
- [ ] Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- [ ] Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- [ ] Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- [ ] Vibration The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- [ ] Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
- [ ] Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
- [ ] Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- [ ] Respirator The worker is required to wear a respirator.
- [ ] None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- [ ] Other

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.