

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: Human Resource Specialist – Leaves of Absence  
Human Resource Division**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs professional-paraprofessional administrative and technical duties in the Benefits Office of the Human Resources Department. Work involves serving as the primary benefits representative responsible for administration of leaves of absence. Employee is responsible for receiving inquiries and requests for various types of leaves from employees; explaining the information needed for the leave; meeting with the employee requesting the leave to work out the details of the leave and to ensure understanding; completing insurance forms and letters to notify appropriate parties; and ensuring compliance with the applicable local, state, and federal rules, regulations, and laws. Employee must have good knowledge of The Family Medical Leave Act. The employee is responsible for maintaining accurate files and must exercise considerable tact and courtesy in dealing with the public and employees on a daily basis. Work requires the use of computers, copiers, fax machines and telephones. Reports to the Director of Benefits.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Serves as the contact person for employees requesting leaves of absence.

Communicates with employees the leave process – by letter for paid leave or individual meetings for unpaid leave.

Responsible for FMLA employee eligibility.

Determines the types of leave an employee is eligible to use; determines the amount of leave available to use; and determines prior absences before the beginning of the leave.

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Must coordinate employee's leave with the appropriate work calendar; employee must understand several different calendars.

Prepares, with input from the employee, the Benefit Status While on Leave form that indicates the employee's decision to continue or to terminate insurance benefits while on unpaid leave. Document also provides cost of insurance employee owes while on leave of absence.

Determines eligibility for Voluntary Shared leave.

Calculates the sixty-day waiting period for short-term disability.

Verifies employee's absences with supplemental disability insurance company.

Serves as a liaison between employee and the Finance Department.

### **ADDITIONAL JOB FUNCTIONS**

Provides assistance in other areas of the Benefits Department, including but not limited to health, life and dental insurance, cafeteria benefits, retirement and disability.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma supplemented by college-level course work in business administration, personnel administration, accounting, or a related field, with an Associates Degree preferred, and 6 to 9 years experience in office administration or personnel-related programs, including at least 2 years of experience working with workers' compensation; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators,

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printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

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**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shapes of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be a notary public.

Considerable knowledge of the benefits offered by the school system, specifically in the area of assignment. Basic knowledge of the interaction between local, federal, and state agencies relative to leaves of absence.

Considerable knowledge of the paperwork required to apply for and modify various benefits.

Ability to present material to individuals and groups of people.

Considerable knowledge of The Family Medical Leave Act, American with Disabilities Act and HIPAA regulations.

General knowledge of the principles of organization and administration.

Ability to stay current with ever changing benefits requirements.

Ability to maintain complete and accurate records and complex files.

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Ability to type accurately at a moderate rate.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to follow both oral and written instructions. Willingness to share knowledge to strengthen department as a whole and others as individuals.

Ability to work alone; focused to complete assigned duties on a daily basis.

Ability to cross-train and assist within the department.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.