



## David Douglas School District #40 Classified Exempt Job Description

<b>Job Title:</b>	<b>Leave Coordinator</b>	<b>Department:</b>	Human Resources
<b>Schedule:</b>	12 months per year, About 260 days per year	<b>Reports To:</b>	Human Resources Manager
<b>Classification:</b>	Classified Exempt - EX 1	<b>Prepared By:</b>	DDSD HR
		<b>Prepared Date:</b>	July 2021
<b>FLSA Status:</b>	Classified - Exempt	<b>Approved By:</b>	HR
		<b>Approved Date:</b>	

### SUMMARY

To coordinate and administer all leaves of absences, reasonable accommodation requests, and workers' compensation programs in accordance with established policy, rules, and regulations. Effectively coordinate the lifecycle of leave to include general administration, comprehensive documentation, communications, and coordination of return to work for all impacted parties. Ensure compliance with Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), American Disabilities Act (ADA), collective bargaining agreements, workers' compensation law, and other related employment laws. Provide exemplary customer service and assistance to employees and work collaboratively with benefits, payroll, building administrators, and department managers & supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

#### 1. Leave Administration

- 1.1. Process leave requests and administers ADA process for workplace accommodations; evaluates eligibility, researches and administers employee request.
- 1.2. Educate management and employees on the rights and duties.
- 1.3. Serve as primary contact responding to questions from staff and managers, supervisors, secretaries and building administrators regarding FMLA, OFLA, crime victims leave, military leave, Collective Bargaining Agreement (CBA), and ADA compliance and accommodation requests and processes.
- 1.4. Provide professional and essential assistance to employees and supervisors throughout the life of the leave/accommodation request.
- 1.5. Coordinate all STD/LTD claims with leaves and works closely with payroll and benefits: Completes employer statements for employee initiated short-term disability claims and works with payroll to determine how employee will be compensated while on leave.
- 1.6. Facilitates and participates in the interactive process when needed to identify and assess options for providing reasonable accommodations and access to eligible employees in accordance with the ADA.
- 1.7. Required to stay abreast of federal, state, and local requirements in all areas of leave administration. Act to develop and recommend policies and procedures to maintain a high quality, responsive, and legally sufficient leave administration program that may require continued improvement.



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- 1.8. Provide training and guidance to managers, supervisors, secretaries and building administrators as needed.
  - 1.9. Develop training materials and performs trainings as needed, including updating district Leave of Absence webpage, forms, templates, and tracking spreadsheets.
  - 1.10. Exemplify excellent customer service; can include high degree of skill interacting with people in distress or dealing with trauma.
  - 1.11. Establish solid understanding of organizational hierarchy and the changing demands across the district to better support internal stakeholders; Develop and nurture strong relationships district wide.
2. Workers' Compensation and OSHA
    - 2.1. Effectively manage all incidents or injuries that result in a workers' compensation claim.
    - 2.2. Understand applicable law, regulation and policies regarding workers compensation; ensures appropriate processes are in place.
    - 2.3. Act as point of contact for all documentation regarding incident to include internal safety investigation details and any health information relevant to a claim from outside medical providers and treatment notes.
    - 2.4. Provide customer service to injured workers and their employing departments; Establish expectations around ongoing communication throughout the life of the claim.
    - 2.5. Provide support and act as a point of contact to the third-party workers' compensation company.
    - 2.6. Maintain claim management best practices, file management, record keeping. Develop internal measures to track all necessary documentation for claims.
    - 2.7. Administer Return-to-Work program and take advantage of any applicable Employer-at-Injury-Program incentives.
    - 2.8. Participate in district safety committee meetings and maintain OSHA reporting requirements.
  3. Demonstrates ability to interpret policies and procedures. Stay informed of upcoming law and policy changes for federal and state.
  4. Maintain and protect the confidentiality of employee-related records
  5. Perform other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Up to 1 year of college: Positions at this level require training and/or knowledge base equal to a high school education or equivalent. Up to one year post high school education or vocational training may be required. Programs leading to



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certificates obtained in 1 year or less are also placed at this level; 2-4 years of directly related experience, or 3-5 years of indirectly related experience required.

Any combination of experience and training that would provide required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

- Knowledge of employee benefits administration including laws or regulations governing employee benefits programs and retirement plans.
- Three years of experience with responsibilities for benefits programs, retirement programs, FMLA/OFLA and leave of absences.
- Bachelor's degree from an accredited college or university with a major course work in human resources, school business management, finance or related field.
- Three years in a specialized public-school system clerical position, and/or
- Specialized certification such as CEBS or SPHR.
- Prior experience in education institutions preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

### **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software. Proficient in Microsoft Excel and/or other database software.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is well



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protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

### **PHYSICAL DEMANDS**

Positions at this level require requires little (>10%) physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

### **MENTAL DEMANDS**

Positions at this level operate with a substantial mental demand due to interruptions, changing priorities, disagreeable and/or demanding people, and deadlines which are very tight. Risk and possible adverse impact on the organization exist in majority of decisions. Flexibility and adaptability are definitely needed to withstand demands of position.

### **PAY EQUITY SCOPE**

Regular communication inside and outside the organization to exchange ideas and gather information with some responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Assigned occasional special creative projects. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. Ability to influence overall agency image is minimal (Less than 20%) to performance of own job. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to perform with a high degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires extensive decision-making. Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others. The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.

### **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*



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*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*