



POSITION DESCRIPTION

POSITION TITLE	Human Resources Leave Coordinator
SCHOOL/DEPARTMENT	Central Office/Human Resources
SALARY	Salary Grade 70 Plus Supplement
FLSA STATUS	Non-Exempt
REPORTS TO	Chief Human Resources Officer
SUPERVISES	None
WORK WEEK SCHEDULE	Monday-Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE: *The Leave Coordinator will effectively coordinate and track employee leave; Family Medical Leave Act, Non-Family Medical Leave Act, leaves of absence such as, but not limited to: Americans with Disabilities Act, parental leave, military leave, administrative leave, disability, unemployment, retirement, COVID-19, etc. Including determining employee eligibility, availability, and leave requirements. This position will work closely with the Chief Human Resources Officer and will communicate regularly with all necessary parties regarding the status of employee leaves of absence. Additionally, the Leave Coordinator will effectively coordinate all cases to include general administration, comprehensive case management and program compliance with the Family and Medical Leave Act and all related employment laws. Performs exemplary customer service and assistance to employees and executive leadership.*

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent and two-years related work experience OR Associate's Degree and two years of working experience coordinating medical leave and leave of absence programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- At least two years of working experience coordinating medical leave & leave of absence programs:
- Family Medical Leave Act
- Americans with Disabilities Act
- Military Leave
- Short-Term and Long-Term Disability
- Administrative Leave, Parental Leave, Maternity Leave, Retirement, etc.
- Functional knowledge of Family Medical Leave Act / Americans with Disabilities Act Short-Term and Long-Term Disability/ Military Leave / and additional leaves via the State and Government as well as learn the Orange County Schools Leave Programs
- Strong attention to detail
- Ability to think critically & interpret data
- Excellent interpersonal & communication skills with specific emphasis on clearly communicating process flows/ complex administrative tasks to stakeholders
- Ability to effectively manage sensitive / confidential communications / materials
- Exceptional written & verbal communication skills.
- Multi-tasking

EDUCATION, TRAINING, AND EXPERIENCE

- At least two years of working experience coordinating medical leave & leave of absence programs
- HR Certification and License requirements
- NC Notary

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Human Resources
- SHRM Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the subject matter expert for all programs working directly with the Chief HR Officer.
2. Determines eligibility and processes all leave paperwork for each case.
3. Interprets and coordinates leave programs and policies in accordance with the applicable federal and state employment laws (Family Medical Leave Act, Americans with Disabilities Act, Uniformed Services Employment and Reemployment Rights Act, Pregnancy Discrimination Short-Term and Long-Term Disability etc.).
4. Works with the district attorneys as needed per case.
5. Ensures that all leave programs are maintained in accordance with applicable leave laws.
6. Acts as the primary point of contact for each employee for the duration of their leave.

7. Works closely with the employee and medical providers to ensure that all relevant completed medical documentation is submitted for timely review.
8. Contacts the employee immediately following the initial medical treatment for diagnosis, prognosis, and expected period of disability, if any.
9. Facilitates and coordinates all aspects of return to work process for associated leaves.
10. Produces and manages reporting metrics and analytics for all leave cases. Presents reports as requested to the Chief HR Officer.
11. Ensures confidentiality of employee medical & leave records maintained and ensures continued compliance with HIPAA Privacy laws.
12. Facilitates periodic reviews and revisions to OCS leave policies and procedures to ensure compliance with federal, state, and local laws and regulations related to all Leaves of Absence claims.
13. Maintains employee leave information in databases and performs other tasks to ensure accuracy of files related to employee leaves of absence.
14. Assists with timely coordination of appropriate medical treatment in collaboration with carrier claim handlers and medical case managers as needed.
15. Ensures effective and timely coordination and communication with all internal and external stakeholders.
16. Event planner and lead for Retirement, Principal of the Year & Assistant Principal of the Year, Teacher of the Year, Beginning Teacher of the Year, and all other events as directed by the Chief HR Officer.
17. Performs other duties as assigned by the Chief HR Officer.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*