



## ATTENDANCE PROGRAM COORDINATOR

JC: 000058  
PB: 06  
FLSA: Exempt

PC: 891  
BU: 31  
Created: September 2011

*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.*

### **DEFINITION**

Under general direction coordinates the District's attendance management program, works closely with staff to monitor the operation and activities associated with attendance management procedures; recommends and implements changes as needed, provides complex administrative support for the assigned staff in the Employee Services section of Human Resources; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This position performs the day-to-day coordination, implementation and support for the District's attendance management program and related services. Incumbent coordinates, develops and reviews the work of staff, contract staff and/or vendors to ensure the implementation and operation of the assigned program and services.

### **REPORTS TO**

The Department Manager of Human Resources or his/her designee.

### **EXAMPLE OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Establishes processes and methods for providing attendance management program services; identifies and reviews resource needs with appropriate management staff; allocates resources accordingly; monitors the operation and activities associated with attendance management; recommends and implements changes as needed.
2. Provides detailed review and analysis of leave usage and wage replacement; analyzes metrics and reports for overall performance, historical trends and predictive analysis.
3. Assists with the development, implementation and monitoring of a program for a modified absence call in approach which includes a systematic process for making determinations of eligibility for requested leaves.

4. Participates in the development of practices and procedures for the attendance management program; monitors work activities to ensure compliance with established policies, practices, procedures, labor agreements and governmental regulations; makes recommendations for improvements to existing standards, practices and procedures to ensure compliance with applicable laws, regulations and agreements.
5. Performs complex analytical tasks in support of the District's attendance management programs, evaluates various aspects of the assigned programs; develops and implements operational services, practices and procedures.
6. Develops, implements and monitors the approach to increase the percentage of scheduled work hours for which employees are in attendance.
7. Monitors standard attendance recording and reporting processes; makes recommendations for refinement as necessary, taking into account the concerns of all constituents; Prepares analytical and statistical reports, memoranda, and other communications to senior staff, board members, and outside agencies and committees; develops and provides presentations to various public agencies and officials.
8. Reviews documentation in a systematic way to verify and confirm criteria are met for reported absences.
9. Coordinates the development of ergonomic analyses of key positions in the District; tracks and monitors the effectiveness of ergonomic solutions, assistive devices, technological solutions and workplace modifications for identified individuals and groups.
10. Develops a case management program that includes support and medical intervention for complex cases.
11. Represents the District at a variety of meetings both internally and externally; presents goals and objectives of attendance program projects; responds to questions from concerned parties.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities related to a variety of absence management programs.  
Procedures and practices of project management.  
Principles and practices of finance and funding.  
Methods and techniques of cost/benefit analysis.  
Statistical techniques, methods and formulas.

Related Federal, State, and local codes, laws and regulations.

**Skill in:**

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Evaluating District absence management requirements.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Applicable software programs including the manipulation of spreadsheets and database information

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in Human Resources, psychology, business, or a closely related field from an accredited college or university.

**Experience:**

Three (3) years of (full-time equivalent) verifiable experience in the areas of Workers' Compensation, non-industrial disability claims management, and/or professional administrative fields, which must have included two years of attendance coordination ~~and/or~~ management and/or statistical analysis.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field/station environment; may be subjected to inclement weather conditions.

**Physical Conditions:**

Requires maintaining physical condition necessary for sitting, walking, standing for prolonged periods of time.