



LEAVE MANAGEMENT ANALYST

JC: 000286
PB: 4
FLSA: Exempt

BU: 91 (NR)
Created: June 2019

*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 supervision, administers and coordinates employee leave benefits programs including worker's compensation and disability leave; maintains, analyzes and audits Districtwide employee leave data disability claims; performs a variety of analytical and technical tasks; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level classification within the Leave Management Analyst series responsible for performing specialized analytical and complex work in support of the Human Resources function. Positions at this level possess a specialized, technical or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities at the journey level and customarily exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Manager of Leave Programs in the latter is responsible for the daily activities and operations of the division or team by providing oversight and guidance to department operations staff.

REPORTS TO:

Manager of Leave Programs or designee.

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

1. Administers and coordinates employee benefits programs including worker's compensation and disability; maintains, analyzes and audits Districtwide employee leave data including; assists with long-term and short-term disability claims.
2. Investigates and researches claim issues; recommends solutions.
3. Tracks safety sensitive positions and schedules drug testing for employees out more than 90 days due to industrial or disability leave; completes Return to Work authorization forms and notifies employee and supervisor date for return for work.
4. Evaluates, administers and processes employees on long-term and short-term leave programs including maternity leave, domestic violence leave, violence in the workplace claims; responds to claims and recommends action; coordinates accommodations.

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5. Conducts a variety of individual or group meetings and training including exit interviews and new employee orientation.
6. Prepares reports, presentations and documentation; maintains accurate records and files.
7. Responds to employee requests and public inquiries in a courteous manner; provides information within area of assignment; resolves complaints in an efficient and timely manner.
8. Interprets and explains human resources policies, procedures, rules and regulations to District staff.
9. Stays abreast of new trends, legislation and innovations in the field of human resources.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of personnel services programs and operations
- Methods and techniques of analyzing data and statistics
- Payroll system, time reporting code and PeopleSoft system
- Basic principles and practices of compensation and benefits programs
- Federal Transportation Agency (FTA) policies and procedures on drug testing
- Methods and techniques of basic report writing
- Basic principles of labor relations
- Basic affirmative action principles
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skills and Abilities:

- Performing a variety of tasks in support of the human resource services program
- Performing data and statistical analysis
- Analyzing information, evaluating alternatives and recommending solutions
- Preparing clear and concise reports and documentation
- Maintaining accurate records and files
- Responding to requests and inquiries from employees and the general public
- Operating office equipment including computers and word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in human resources, public administration, business administration or closely related field from an accredited college or university.

Experience:

One (1) to three (3) years of experience in human resources, leave management or related experience.

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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.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0630 – Human Resources Workers
Safety Sensitive: No