



LEAVE MANAGEMENT SPECIALIST

JC: 000213
PB: NRH036
FLSA: Non-Exempt

BU: 9 (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 close supervision, assists with tracking employee leave and coordination of Workers Compensation claims including drug testing, physical testing and FMLA eligibility determination; performs a variety of administrative and clerical tasks; performs related duties as assigned.

CLASS CHARACTERISTICS

This paraprofessional specialist level classification is responsible for providing general to semi-complex work in a specialized area or discipline. Work is typically performed within established policies and procedures and is typically reviewed by supervisors or lead workers. This classification is distinguished from the Leave Management Analyst classification in the latter is responsible for administering and coordinating employee leave benefits programs including worker's compensation and disability leave and maintaining, analyzing and auditing Districtwide employee leave data disability claims.

REPORTS TO

Manager of Leave Programs or designee.

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

1. Assists with the administration and coordination of employee benefits programs including worker's compensation and disability; processes Workers' Compensations and disability claims.
2. Schedules pre-employment drug testing; enters alcohol data into TestVault software application. Contacts vendors for incomplete test results; coordinates and tracks CDL physicals.
3. Prints and assembles New Hire orientation and Substance Abuse program packets.
4. Processes e-mails from District Secretary for subpoenas, processes documents and returns file to District Secretary.
5. Receives, sorts and processes mail for distribution.
6. Organizes and maintains various departmental files; types correspondence, reports, forms, and

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specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.

7. Attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up-to-date.
8. Receives, inspects, processes and documents records sent to records center; retrieves and forwards requested records.
9. Archives disability files and ensures that requested records are released to authorized persons; provides controlled access to records center and, as necessary, monitors activities of requestor reviewing the files.
10. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
11. Receives and processes supply orders for distribution.
12. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and procedures for employment benefits
- Bid process and union requirements
- Employment laws, labor laws, and government regulations regarding new hire documents
- Personnel information systems
- Principles and practices of administrative/clerical support for the day-to-day operations of a function or department
- Office management practices and procedures including the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Basic business data processing principles and the use of on-line computer equipment

Skill/Ability in:

- Preparing clear and concise written reports and correspondence
- Researching and summarizing various materials
- Reading and interpreting rules, policies and procedures
- Composing routine correspondence from brief instructions
- Using initiative and sound independent judgment within established guidelines
- Operating standard office equipment including a word processor and an on-line computer system
- Maintaining accurate records and files
- Completing large volume data entry
- Arranging information in a particular pattern
- Troubleshooting and resolving operating problems
- Speaking to diverse audience

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- Managing confidential information
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

One (1) to three (3) years of professional verifiable general clerical or office assistant experience.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5360 – Human Resources Assistants
Safety Sensitive: No