



MANAGER OF ABSENCE MANAGEMENT

JC: 000296

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: September 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 general direction, manages and oversees the operations and activities of the District's absence management program; develops Districtwide absence management strategies, including researching, developing, identifying and defining best practices for absence mitigation; develops return to work incentives; and performs other duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification responsible for managing the districtwide absence management program. Classifications at this level typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, and are responsible for a specialty program area that has a major impact on the organization. This classification is distinguished from the Manager of Leave Programs in that the latter is responsible for the management and administration of the District's workers' compensation program and leave of absence programs (FMLA, ADA, and other leaves of absence).

REPORTS TO

Director of Human Resources

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

1. Develops, manages and oversees the District's absence management program and strategies.
2. Monitors all unplanned absences and confers with client departments on a regular basis in an effort to mitigate absences.
3. Operationalizes leave management strategies in partnership with Leave Management Division.
4. Develops procedures for overtime approval and conducts audits to ensure compliance.
5. Establishes key performance indicators by department and creates global reports to be distributed monthly.
6. Establishes optimal staffing headcounts by division, using industry standards.

7. Ensures consistency in the application of all leave policies across all departments within the District.
8. Leads District management program reengineering initiatives and global processes, provides routine updates on ongoing initiatives.
9. Develops and assists Leave Management Division with the implementation of a proactive employee engagement program; monitors and tracks success of Leave Management's outreach program.
10. Collaborates with Leave Management Division, OCIO, Payroll, STD/LTD vendor, Worker's Compensation vendor, and other stakeholders to establish full integration.
11. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive human resources program, including workforce development, human resources information systems, absence management, employee assistance and benefits, and compensation and classification
- Principles and practices of human resources program development and administration
- Principles and practices of contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State, and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive human resources program
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of department goals, objectives and procedures
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences or proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- 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

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

Experience

The equivalent of five (5) years of full-time progressively responsible human resources management experience, which must have included at least two (2) years of supervisory and administrative experience.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

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

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0136 – Human Resources Workers
Safety Sensitive: No