



SENIOR LEAVE MANAGEMENT ANALYST

JC: 000058

PB: 5

FLSA: Exempt

BU: 95 (NR)

Created: September 2011

Revised: 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, provides highly technical subject matter expertise on the District's employee leave programs including workers' compensation, drug testing, physicals and FMLA eligibility determination; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the professional advanced journey level class in the Leave Management Analyst series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities above the journey level and customarily and regularly exercise discretion and independent judgment in the performance of all duties. This classification differs from the Manager of Leave Management in the latter is responsible for the activities and operations of the Leave Management Division.

REPORTS TO

Manager of Leave Programs or designee.

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

1. Handles the attendance, accommodation, and leave management issues for all employees, including reporting, compliance with existing laws, policies and collective bargaining agreements.
2. Manages the District's workers' compensation and disability programs from claim inception to closure; assists third party administrators (TPA) in the compensability decision making process and ensures timely and accurate payment of benefits.
3. Facilitates Leave Management, including FMLA, disability, workers' compensation and STD programs.
4. Makes payroll entries into computerized payroll system.

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5. Coordinates modifies and transitional work assignments. Facilitates ADA and FEHA work accommodations. Fosters early return to work for our injured workers.
6. Provides detailed review and analysis of leave usage and wage replacement; analyzes metrics and reports for overall performance, historical trends and predictive analysis.
7. 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.
8. 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.
9. 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.
10. Develops, implements and monitors the approach to increase the percentage of scheduled work hours for which employees are in attendance.
11. Monitors standard attendance recording and reporting processes; makes recommendations for refinement as necessary, taking into account the concerns of all constituents;
12. 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.
13. Reviews documentation in a systematic way to verify and confirm criteria are met for reported absences.
14. 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.
15. Develops a case management program that includes support and medical intervention for complex cases.
16. 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 of personnel services programs in assigned area of recruitment, selection, classification, compensation, benefits, or worker's compensation program administration

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- Principles and practices of personnel services management
- Principles and practices of benefits program administration
- Principles and practices of classification and compensation program administration
- Methods and techniques of research and data collection and analysis
- Methods and techniques of designing and conducting applicant testing and assessment programs
- Principles and practices of human resource management, compensation and classification
- Principles of advanced report writing
- Advanced methods and techniques of implementing personnel services in assigned program areas
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Performing advanced level duties in assigned area, including recruitment and selection, job evaluation, classification, and compensation, benefits, or worker's compensation program administration
- Interpreting, explaining and enforcing department policies and procedures
- Analyzing complex problems, identifying alternative solutions, making recommendations
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Preparing clear and concise reports and documentation
- 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:

Bachelor's degree in Business, Public Administration, Human Resources, or a related field from an accredited college or university.

Experience:

Three (3) to five (5) years of professional verifiable experience in leave management, workers compensation, human resources or related experience.

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.

BART EEO-1 Job Group: 3500 – Professionals

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Census Code: 0710 – Management Analysts
Safety Sensitive: No