



SUPERVISOR OF LEAVE MANAGEMENT

JC: 000300

PB: 7

FLSA: Exempt

BU: 95 (NR)

Created: January 2021

*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 direction, supervises leave management staff and directs the daily operations and activities of the Leave Management Division; assists in the development of division objectives; monitors and maintains the attendance and reasonable accommodation program; oversees procedural monitoring and intervention in long term absences, and early return to work programs; and, performs other duties as assigned.

CLASS CHARACTERISTICS

This is the first line supervisor of the Leave Management Division. Classifications at this level are responsible for supervising, assigning and reviewing the work of subordinate staff, and may oversee the work of outside consultants. The Supervisor of Leave Management is distinguished from the Manager of Leave Management in that the latter is responsible for designing and developing the priorities and strategies of the Leave Management Division and ensuring integration with other divisions in the Human Resources Department; whereas the former is primarily responsible for implementing the priorities and strategies and overseeing the daily operations of the Leave Management Division.

REPORTS TO

Manager of Leave Management

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

1. Oversees the staff and daily operations of the Leave Management Division, including those related to Worker's Compensation, the Family Medical Leave Act, short-term and long-term disability, and reasonable accommodations.
2. Provides analysis of loss information to proactively identify trends and prevent or mitigate future losses as well to assist operations with the development of key safety and claims performance metrics which provide management and reporting tools for cost containment strategies.
3. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.

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4. Monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.
5. Performs the most technical and complex tasks of the employee assistance and leave management programs such as specialized analyses of employee assistance needs; represents the unit in responding to and resolving various concerns and issues.
6. Plans and provides oversight on assigned projects; identifies resource needs and opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
7. Oversees performance of or develops studies and surveys, including determining the scope of study and collection and analysis of data; finalizes written recommendations on results.
8. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
9. Prepares a variety of reports, presentations and documents for use by department and executive managers; ensures maintenance of accurate records and files.
10. Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner; may act as assigned human resources expert witness in legal actions.
11. Conducts investigations into workplace violence, trauma response, and other matters as directed by Division Manager.
12. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and processes of human resources management
- Principles and practices of supervision and staff development
- State and Federal disability laws, leave provisions and regulations
- Principles and practices of program development and administration
- Principles and practices of project management
- Human Resource applications and systems

Skill/Ability in:

- Performing complex duties in a human resources setting
- Supervising and coordinating assigned human resources programs
- Selecting, supervising, training and evaluating staff
- Interpreting and applying policies, procedures, laws and regulations
- Operating office equipment, including computers, word processing, and spreadsheet applications
- Demonstrating interpersonal sensitivity

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- Reading, interpreting and applying laws, rules, regulations, standards and procedures
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS:

Education

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

Experience

The equivalent of four (4) years of full-time progressively responsible human resources management experience in the area of leave management, which must have included at least one (1) year of administrative and/or lead supervisory 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: 3500 – Professionals
Census Code: 0630 – Human Resources Workers
Safety Sensitive: No