



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

EMPLOYEE ATTENDANCE AND LEAVES SPECIALIST

JOB SUMMARY

Under the direction of an assigned human resources administrator, responsible for establishing and maintaining all processes and systems needed to manage a variety of leave entitlements, including sick leave, vacation, personal leave, medical leaves, Family and Medical Leave Act, California Family Rights Act, child bonding/parental leave, industrial accident or illness leave, catastrophic leave, and unpaid leaves of absence.

ESSENTIAL FUNCTIONS

- Maintain files – Attendance reports, Personal Necessity forms, Jury Duty certificates, Doctor's notes, Attendance Leave Balance reports, Comp Time reports, FMLA/CFRA qualification letters, and extended leave day counts.
- Meet and support all employees when in need for leave from their job assignment due to personal illness, bereavement, jury duty, family illness, maternity leave, baby bonding, military leave, catastrophic leave, leave of absence without pay, and any other leaves as needed or required.
 - Provide leave procedures and employee responsibilities related to applicable leave options.
 - Meet on a one-and-one basis with employees when requested or necessary to review the employee's specific situation, explain leave options available to the employee, and answer any questions.
 - Inform the employee of any disability benefits they might be entitled to such as State Disability Insurance, NTA, American Fidelity, and AFLAC.
 - Prepare and mail leave related notices and information as required by law and bargaining unit agreements.
 - Monitor leave usage and balances for each employee on a work-year calendar.
- Monitor allowed usage and available balances for extended illness leaves.
- Prepare 39-month rehire notification and submit to Human Resources, Payroll Specialists, and Risk Management/Benefits for any employee who has exhausted all available leaves.
- Monitor 60 days of Industrial Leave and notify Risk Management/Benefits department of current remaining balance and when the 60 days have been exhausted.
- Calculate the Temporary Disability Rate when an employee has fully utilized their 60 days of Industrial Leave and prorate sick leave and/or vacation usage accordingly.
- Review doctor notes submitted by employees for extended sick leave to ensure District compliance with the Genetic Information Nondiscrimination Act and for compliance with district policies and bargaining unit agreements.
- Review employee eligibility for FMLA/CFRA leave, catastrophic leave, and any other leaves as needed and to coordinate options for employees who have exhausted their available leaves.
- Review all work year calendars for Administrators, Principals, Assistant Principals, Counselors, Psychologist, and Therapist, School Session +10 and any other modified work year calendar to ensure non-duty days are not exceeded and additional work days are being complied with. Forward reviewed and verified calendars to Human Resources or appropriate Department for approval.
- Complete and submit Disability Claim forms with employment status, leave benefits, and employee earnings electronically or manually to entities including, but not limited to AFLAC, State Disability Insurance, American Fidelity, the Standard, and National Teachers Association

- Receive, review, process, and input all monthly attendance reports from sites and departments prior to monthly Payroll deadlines to assist payroll as needed;
- Audit all attendance entries, process attendance corrections, and provide Payroll with any repayment or deduction information prior to monthly Payroll deadlines to assist payroll as needed;
- Input and monitor compensatory time earned; following collective bargaining agreements to ensure employees do not exceed allowable comp time unless approved by human resources
- Review the annual leave advancement in Galaxy and compare against the report provided by the Payroll team for all employees at the beginning of each fiscal year, including, but not limited to sick leave, personal necessity, discretionary, vacation and non-duty. Report any discrepancies to Payroll Specialists for corrections.
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- General public relations; Interpersonal skills using tact, patience, and courtesy;
- Personal computer operating systems from Windows OS and Mac OS;
- Common productivity software such as: Microsoft Office Suite and Google Suite;
- District absence management and human resources information systems;
- Federal, state, and local laws, district policies, regulations, education code, and union collective bargaining agreements related to employee attendance and leaves;

ABILITY TO

- Develop and maintain effective working relationships with those contacted in the course of work;
- Organize tasks, set priorities, and meet deadlines;
- Communicate clearly and effectively, both orally and in writing;
- Identify policy gaps and facilitate closure of those gaps;
- Demonstrate professional customer service skills;
- Maintain high standards of professional behavior;
- Understand union collective bargaining agreements;
- Implement effective operational procedures and data systems for employee leaves;
- Learn and effectively utilize new and current technologies and software specific to established needs;
- Develop effective resources to keep the Employee Attendance and Leaves department functioning efficiently;
- Interpret and apply district and departmental policies, rules, regulations, and laws;

EDUCATION / EXPERIENCE / OTHER REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above;
- College level course work or technical training in data processing preferred.
- Three (3) years of increasingly responsible work experience that includes data input and/or analysis;
- Possession of a valid California Driver's License during the course of employment;
- Must be insurable at standard rates by the District's insurance carrier and maintain such insurability;
- Employment is contingent on completion of a background check

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

Physical Demands

Sitting (up to continuously); stand, walk, bend, stop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as use of a keyboard and mouse, handwriting, filing, and use of a phone (continuously); lift and carry office supplies up to ten (10) pounds (occasionally), up to thirty (30) pounds (infrequently);

Working Conditions

Indoors, office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 39

November 6, 2020