UNIVERSITY OF SOUTHERN CALIFORNIA

HD Leave Coordinator

Job Code: 117143

Grade: 00
OT Eligible: Yes
Comp Approval: 7/29/2014

JOB SUMMARY:
Advises and assists management and employees in the administration and review of all employee leave requests in accordance with regulations, policies and procedures. Reviews leave requests, analyzes and reviews data to determine leave eligibility in accordance with applicable state and federal laws, and provides notification. Conducts interactive dialogue as required by law to determine if reasonable accommodations can be made. Reviews statutory leaves in Workday based on eligibility and related documentation. Resolves problems and escalates issues to University Leave Specialist and/or management, including potential Americans with Disabilities Act (ADA)/ Fair Employment and Housing Act (FEHA) issues, as necessary.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides consultative services to employees and supervisors on leaves of absences (e.g., Family and Medical Leave (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), university personal leave, etc.) covering eligibility, length of absences, job protection, etc. Conducts all necessary follow up with management and employees with respect to extensions, return to work notices, leave status and updates, work restrictions, and required forms. Responds to inquiries from employees, HR representatives, managers, supervisors and escalates potential problems and issues to central University Leave Specialist, as necessary. Coordinates with all applicable parties to administer leaves.

Coordinates intake of statutory leave requests, analyzes and reviews data to determine leave eligibility in accordance with applicable state and federal laws, and provides notification. Facilitates leave process including sending notices, related forms and letters, and determining if other leaves apply. Balances multiple leave cases daily, ensuring compliance with federal and state turnaround timing of documentation. Leverages Workday Absence Management module to ensure tracking and proper payment of time off is administered in accordance with policy.

Reviews statutory leaves in Workday based on eligibility and related documentation. Follows-up with employees to ensure all documentation is current and to extend leave in Workday, as appropriate.

Conducts interactive dialogue with employees who require accommodations. Determines if accommodations are reasonable. Collaborates and consults with University Leave Specialist for clarification and when an accommodation cannot be made.

Educates employees, managers and supervisors on various leave types, lengths of leaves, paperwork process, and returning to work after a leave of absence, as needed.

Maintains the data integrity of Workday through frequent reporting, auditing, and analyses. Tracks and analyzes the cost of absences by established metrics and reports on a monthly basis. Prepares statistical and leave trend reports.

Maintains currency with, understands and ensures compliance with all university
and school/division policies and procedures and with all federal, state and local laws related to employment law and human resources best practices.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

<table>
<thead>
<tr>
<th>Essential: No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.</td>
<td></td>
</tr>
</tbody>
</table>

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 2 years

Minimum Field of Expertise:
- Directly related statutory leave experience. Thorough knowledge of applicable laws, practices and principles.

Skills: Administrative:
- Communicate with others to gather information
- Compose correspondence
- Counseling
- Customer service
- Gather data
- Interpersonal skills
- Maintain records
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

Skills: Other:
- Active listening
- Analysis
- Assessment/evaluation
- Consulting
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee staff, students and/or resource employees

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer