



POSITION DESCRIPTION

JOB TITLE: Leave Administrator Job Class: 3060	
DATE	Office of Human Capital Employee Rights Administration Department
Pay Schedule:	Pay Range:
FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Responsible for day to day administration of all employee leave requests, including FMLA, sabbaticals, personal and illness leaves of absence. Administers absence control processes as required. Coordinates work for accommodations as required.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Administers of all employee leave requests for Milwaukee Public Schools (MPS): reviews FMLA paperwork to ensure the request meets legal requirements, maintains proper medical documentation to support short-term and long-term leaves and communicates with the Payroll department and employing units to ensure employee receives the correct compensation while out on leave. Enters leave/absence information on HRIS programs.
2. Serves as liaison for MPS employees regarding leave of absence requests and denials.
3. Maintains benefits and leave documentation in an accessible and confidential location, responds to employee's and manager's inquiries regarding leave benefits.
4. Works closely with administration to manage the leave process up to and including termination due to failure to return from leave.
5. Understands and acts as advocate for employees out on leave to ensure compliance with all federal, state and local laws and helps to ensure a successful return to work. Works proactively with supervisor/manager of employees on leave and verifying their return to work.
6. Responds to employee questions or concerns regarding leave issues. Researches questions or refers to other resources for a response.
7. Investigates and researches leave policy issues and problems and responds with appropriate action in accordance with past practice, state and federal laws.

8. Identifies and advises Office management of trends, problems and issues as well as recommended course of action; informs management of new procedures and ideas for continuous process improvement.
9. Ensures that the leave policy is being applied consistently and properly by managers and supervisors and provides proactive training and guidance.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision is provided by the Manager, Employee Rights Department.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in Human Resources or a related field, OR a paralegal certificate from an ABA approved program. A combination of education and experience may be used.

Experience Requirements

One to three years of experience in a high-volume business office is required. Previous payroll, human resources or leave administration experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. The ability to apply good diagnostic, analytical and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office Suite to include Word, Excel and Access is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

