



**POSITION DESCRIPTION**

<b>JOB TITLE: Absence Management Coordinator</b> Job Class:		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Office of human capital	<b>DIVISION</b> Benefits and Compensation Services
<b>BARGAINING UNIT:</b> ASC -Exempt		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Performs and assists in various absence administration functions for the district’s Leave Plans. Performs maintenance functions for the PeopleSoft Absence Management Module and interrelated payroll and HRMS systems.</p>		

**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. Assists with HRMS Absence Management module function processes absence transactions, including the calculation of absence data; ensures integrity and accuracy of transitions, including compliance with District Policies.
2. Serves as the district-wide resource for questions and assistance related to absences transitions.
3. Works with supervisor to track and monitor all district-wide absences and leaves; coordinates leaves with all relevant parties including management, payroll, and benefits contacts
4. Assists in administration and processing for all employee absence transactions; auditing absence related result to prepare for payroll processing
5. Runs reports and queries using various reporting tools. Prepares metrics and measurement reports to HR and leadership on absences and leaves as directed.
6. Assists supervisor in implementing new and revised procedures for Absence Management module as necessary
7. Assists in the testing of new initiatives in PeopleSoft HRMS including updates, fixes and upgrades.

8. Prepares and disseminates communication related to absences and leaves
9. Provides technical support for administrators and employees regarding federal, state, and district policies, regulations, procedures, and programs in relation to absence management
10. Resolves day-to-day service issues with both internal and external providers.
11. Provides support to time-keeper for absence processing.
12. Provides support in District compensation program and initiatives.
13. Assists in the analysis and review of job classification and reclassification requests; quality controls the job classification process for both existing and newly created positions.
14. Assist in evaluation and recommendation for range placement of jobs utilizing job descriptions and an objective point factor evaluation pay plan
15. Provides assistance and back-up to other staff as necessary.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

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

General supervision provided by the Pension and Data System Manager, receive direction from various subject matter experts.

**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.

May oversee staff on a project basis, no direct reports.

**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.)

Position requires a bachelor's degree in Human Resources or business or a related field; a combination of education and experience may be considered.

**Experience Requirements**

At least two years of recent PeopleSoft experience is required, knowledge of PeopleSoft 9.2 is desired. Knowledge of the PeopleSoft absence management module is recommended. Experience in Leave plan administration is desired.

**Knowledge, Skills, and Abilities**

Strong written and verbal communications skills are required with the ability to communicate with employees, vendors, independent contractors and consultants. The ability to apply good diagnostic, analytical and evaluative skills with a strong background in PeopleSoft administration is required. Familiarity with a variety of employee leave plans and applicable laws is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Proficiency with MS Office 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.**