

## HR LEAVE COORDINATOR

Reports To: Human Resources Manager  
FLSA Status: Contract  
Updated: 2/1/2024  
Salary: \$29 per hour

### SUMMARY

Under general direction of the Human Resources Manager, provides expertise on workers compensation and leave-related matters. These tasks include comprehensive case management to ensure program compliance with FMLA, CFRA, PDL, SDI, PFL, and state leave laws.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.*

- Interpret and administer leave programs and policies in alignment with federal and state employment laws including FMLA, ADA, USERRA, Pregnancy Discrimination Act, and more.
- Administers all facets aspects of leave programs.
- Independently evaluate and decide on, ensuring that HIPAA and Employee Privacy guidelines are rigorously upheld.
- Manages the various details of leave administration – from tracking hours to collaborating with Payroll.
- Works closely with employees, guiding them through the documentation process and maintaining constant communication with those on leave. Facilitate smooth returns to work for our employees.
- Generate and manage reporting metrics and analytics for leave cases and to guide decision making process.
- Collaborate closely with the Human Resources Department on leave cases, ensuring a synchronized approach to employee support.
- Manages STD/LTD programs and vendor relationships. Ensures that STD/SDI claims are coordinated with FMLA or general medical cases helping employees maximize their benefits.
- Coordinate all COVID related issues with employees and updating everyone who needs to know.
- Provide backup assistance with human resources and payroll related issues that may arise.
- Generates reports on human resources matters and statistics for management in support of policy considerations and/or decisions.

### SUPERVISORY RESPONSIBILITIES

No supervisory duties with this position

### INTERACTION

Continuously interacts with all levels of Public Authority staff and the County of San Diego. Regularly interacts with management, executives, vendors, outside agencies, and organizations.

## **EDUCATION and/or EXPERIENCE**

A bachelor's degree or higher from an accredited U.S. college or university, and 3 years of FML and Workers compensation human resources experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*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/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong customer service and interpersonal skills are required.
- Ability to easily and effectively communicate complex information in a meaningful manner and work collaboratively with peers.
- Ability to analyze and resolve complex customer service issues
- Proficient with the Microsoft office suite including Excel and Outlook
- Excellent verbal and written communication skills
- Ability to collaborate successfully with internal and external business partners
- Highly organized with strong attention to detail with strong follow-through skills
- Ability to work independently, effectively prioritize work and consistently meet daily, weekly and monthly deadlines
- Must be able to efficiently and effectively manage a high volume of inquiries and e-mails

## **OTHER REQUIREMENTS**

Successful completion of Department of Justice criminal background check and a federal debarment and exclusion list review, possession of a valid class C California Driver's License, and ability to provide proof of current automobile insurance. PHR or SPHR certification desirable, but not a requirement.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand for extended periods of time, fine finger manipulation, reach with hands and arms, and stoop. Specific vision abilities include close vision, and ability to adjust focus and view information on a computer screen for long periods of time. Ability to lift and carry up to 25 pounds with or without assistance.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This role involves working in a challenging environment with diverse individuals. The ideal candidate should be adept at handling difficult interactions professionally, resolving conflicts effectively, and applying a trauma-informed approach to all interactions. Key skills include resilience, empathy, patience, and the ability to build trust-based relationships. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The hybrid work environment varies between an office setting and remote working from home. Travel using a personal vehicle throughout San Diego County may be required. Work schedules may vary based on business needs.