



Specialist, Leave of Absence Administration Job Description

JOB INFORMATION

<i>Job Code:</i>	117065
<i>Job Title:</i>	Specialist, Leave of Absence Administration
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides expertise in leave policies and programs to faculty and staff across the university. Drafts and proposes revisions to university leave policies in accordance with updates to state and government leave regulations, standard operating procedures and other required documentation. Provides consultative guidance to solution center for complex, policy-related leave transactions. Provides guidance and education on updates to leave policy as needed. Ensures all LOA processes adhere to all state/federal regulations as well as university leave policy. Champions the university's vision, culture and values

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	in leave administration.	
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Five or more years' experience in leave administration.
X		Expertise in U.S. government and state leave of absence regulations (e.g., FLSA, ADA, the California Family Rights Act).
X		Familiarity with Equal Employment Opportunity (EEO) regulations and healthcare laws applicable to individual positions (e.g., HIPAA).
X		Experience in disability management, return- to-work administration, reasonable accommodations and the interactive process.
X		Excellent written and oral communications skills and attention to detail, able to exercise discretion with confidential information.
X		Team-oriented self-starter with excellent relationship-building skills, able to work independently and proactively and provide support and guidance as needed on projects.
X		Demonstrated organizational and analytical skills, able to think strategically and creatively.
X		Ability to assist in the development and modification of HR guidelines, procedures, policies, and documentation within the department and university.
X		Ability to quickly gain familiarity with university policies and procedures (e.g., vacation, compensation, EAP programs).
X		Proficiency with Microsoft Office.
	X	Master's degree in employment law, organizational design and development, human resources, business administration, or related fields.
	X	Seven or more years' experience in leave administration, with some in higher education and unionized environments.
	X	Certified Benefits Professional, Certified Employee Benefit Specialist, Certified Compensation Professional, or similar certifications.
	X	Experience analyzing compensation and benefits policies and programs to ensure compliance with legal requirements.
	X	Demonstrated sound judgment for making decisions with minimal supervision.
	X	Experience in leadership and people-building roles, with excellent interpersonal skills and demonstrated emotional intelligence.
	X	Demonstrated ability to effectively communicate with senior leadership.
	X	SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification credential, or other similar certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews and provides expert consultation on complex personal, medical, and statutory leave of absence issues. Provides expertise and training in policies and programs affecting different types of leave, focused on faculty leave (e.g., sabbaticals, pure research, fellowships) and/or staff leave (e.g., jury duty, bereavement). Demonstrates knowledge of the Family and Medical Leave Act, Americans with Disabilities Act, California Family Rights Act and other laws that can affect leaves of absence. Advises HR partners and relevant stakeholders on updates to leave of absence staff policies.				
Maintains and improves a leave management process that ensures compliance with labor laws, creates policy consistency across the university, and increases transparency in helping managers transition operations smoothly in preparation for employee leave. Identifies opportunities for transactional process improvements to better enable compliance with policy and streamline LOA processes where possible.				
Tracks and reports on leaves, relaying communication between employees, HR partners and managers to facilitate smooth and timely returns to work. Advises solution center, managers, and other relevant stakeholders on complex leave cases and/or process adjustments based on policy changes.				
Maintains complete and accurate documentation of university leave policies and programs. Tactfully and discreetly solicits relevant documentation from employees and managers. Maintains open lines of communication with solution				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
center, managers, the HR division, and the Office of the General Counsel. Works with communication teams to educate university populations on leave management policies and broadcasts important updates in a timely manner. Drafts, revises, and recommends revisions to leave policies and standard operating procedures. Creates and updates required leave template letters, required documentation and other job aids.				
Demonstrates fairness, impartiality and integrity in decision making. Interprets leave data reports to infer trends and identify recommendations for future policy or process improvements. Creates and distributes end-user reports as needed and assists HR teams, employees, and other end users with understanding the data.				
Stays current with latest industry knowledge, best practices, and federal and state laws. Adapts working approaches in response to received feedback. Refines leave policy and processes to ensure adherence to the HR division's and university's overall strategy. Maintains proper use and safeguards of personally identifiable and protected health data consistent with privacy laws and university policy. Promotes an environment that fosters inclusive relationships and create unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.