



## Analyst, Leave of Absence Administration Job Description

### JOB INFORMATION

Job Code:	117063
Job Title:	Analyst, Leave of Absence Administration
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

### JOB SUMMARY

Supports leave administration and associated policy and program development. Responsible for accurate tracking of leave hours, coordinating closely with the payroll department to ensure accurate and timely pay. Identifies and recommends improvements to current-state leave administration processes. Champions the university's vision, culture and values.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	Human Resources

#### 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

Req	Pref	Work Experience	Experience Level
X		3 years	in HR and leave management and administration
	X	5 years	in HR, benefits administration, and leave management and administration

#### 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		Experience working with HR professionals in a dynamic setting.
X		Team-oriented self-starter with demonstrated relationship-building skills, able to work independently and proactively.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience reviewing and maintaining documentation and records, running regular reports and disseminating information.
X		Excellent written and oral communications skills and attention to detail, able to exercise discretion with confidential information.
X		Experience working in an office or department support role, able to assist with projects as needed.
X		Demonstrated organizational and analytical skills, able to think strategically and creatively.
X		Proficiency with Microsoft Office.
	X	Bachelor's degree in human resources, business, communications, psychology, or other related fields.
	X	Experience in higher education.
	X	Experience coordinating leaves of absence in compliance with varied federal and state regulations (e.g., FLSA, ADA, the California Family Rights Act).
	X	Demonstrated sound judgment for making decisions with minimal supervision.
	X	Experience supporting disability management, return to work administration, reasonable accommodations and the interactive process.
	X	Ability to prioritize competing assignments and manage workload effectively, working under pressure with tight deadlines and frequent interruptions. Experience using HR databases and information systems.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Completes compliance audits of leave and workers' compensation claims and transactions. Tracks and reports vendor benefit programs and claims data using proprietary reports and website information. Maintains organized case documentation, submits medical documentation for timely review, and resolves employee questions and concerns.				
Supports the leave management process by conducting analyses and producing reports on LOA processes and transactions, identifying opportunities to improve processes and/or compliance. Provides specialized assistance to solution center analysts requesting detailed information about leave policies and programs. Displays professionalism, discretion and confidentiality when discussing sensitive matters.				
Assists in the development of complete and accurate documentation of university leave policies and programs. Maintains open lines of communication with the broader LOA administration team. Assists with content creation for university-wide communications on leave policy and procedure.				
Analyzes compensation and benefits policies related to leaves to ensure compliance with legal requirements. Supports research efforts as needed to gain clarity on claims and leave requests. Generates reports on leave data as requested, integrating information from various sources as appropriate. Escalates cases to team members in a timely manner. Stays current with latest industry knowledge, leading practices and federal/state laws.				
Assess quality of LOA processes. Assists with and identifies process improvement efforts within the immediate team and broader HR division. Solicits and responds to constructive feedback from peers and managers. Develops strong, credible relationships from demonstrated ethical judgment, behavior and practiced confidentiality. Promotes an environment that fosters inclusive relationships and creates 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		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

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.