

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAVE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, or designee, perform duties related to the management and facilitation of EGUSD's employee leave entitlements and processes. Ensuring compliance with applicable state and federal laws, education code, board policy and in alignment with each collective bargaining agreement.

ESSENTIAL FUNCTIONS:

Leave Administration:

Process all aspects of employee leave, including extended leaves, sick leave, vacation, and other types as defined by district policy and collective bargaining agreements.

Process leave requests promptly and accurately, ensuring compliance with district policies, state regulations, and federal laws.

Maintain thorough documentation of leave requests, approvals, and any necessary supporting documentation.

Coordinate with HR, Payroll, Risk Management and other relevant departments to ensure accurate recording and processing of leave-related data.

Communication and Support:

Serve as the primary point of contact for employees regarding leave inquiries, providing timely and accurate information and guidance.

Work collaboratively with supervisors, colleagues, and administrators regarding leave entitlements and processes to facilitate a smooth transition for employees on leave.

Communicate effectively with external stakeholders, such as healthcare providers or insurance companies, to obtain necessary documentation or information related to leave requests.

Communicate with healthcare providers and review confidential medical documentation as needed to evaluate eligibility for leaves.

Confer with employees and administrators regarding leave issues; provide information and assistance regarding leave policies and procedures; apply and explain laws, codes, rules and bargained agreements.

Attend a variety of meetings and facilitate training programs to provide resources for administrators, supervisors, and employees regarding various leaves and district policies and procedures.

Gather and analyze data; make recommendations to management on employee leaves.

Compliance and Reporting:

Maintain current knowledge of relevant laws, regulations, and district policies pertaining to leave management, ensuring adherence and recommending updates or revisions as needed.

Work with district employees from appropriate retirement programs such as STRS/PERS/ in a reasonable, timely manner to ensure processing of information to meet the Payroll timeline.

Prepare and maintain reports on leave usage, trends, and patterns to support decision-making by district leadership.

Conduct periodic audits of leave accounts to identify discrepancies, ensure accuracy, and reconcile any issues in a timely manner.

Oversight and management of all aspects of Catastrophic Leave Banks.

Perform special projects and research as assigned.

May assist with investigation into claims of leave mismanagement.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state regulations governing employee leave, including FMLA, ADA, and relevant state-specific laws.

District leave board policies, administrative regulations, procedures and practices.

District organization structure, general operations, policies and objectives.

All Bargaining Unit Contracts.

Current office practices, procedures, equipment and technology.

Record-keeping and report preparation techniques.

Proficiency in the operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Excellent oral and written communication skills.

Principles and practices of providing training on leave related topics.

ABILITY TO:

Accurately interpret and apply EGUSD Board Policies, Collectively Bargained Agreements, State and Federal regulations/law.

Monitor leave status.

Document and report a variety of technical data as it relates to leaves.

Train new leaves personnel.

Take direction from your supervisor.

Strong organizational skills and precise attention to detail.

Effectively manage multiple priorities.

Compose correspondence and written materials independently.

Meet schedules, deadlines and timelines.

Explain complex information accurately and in an understandable manner.

Establish and maintain accurate records and files.

Prepare detailed reports.

Perform complex assignments independently.

Make arithmetic calculations quickly and accurately.
Complete work with many interruptions.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Apply interpersonal skills using tact, patience and courtesy.
Operate a variety of office equipment including a computer and assigned software.
Effectively communicate to exchange and understand information in person or on the telephone.
Effectively read and analyze a variety of materials.
Effectively operate a computer keyboard.
Bend at the waist, kneel or crouch to file materials.
Sit for extended periods of time.
Maintain consistent, punctual and regular attendance.
Maintain confidentiality and handle sensitive information with discretion.

EDUCATION AND EXPERIENCE REQUIRED:

High school diploma and five years of increasingly responsible technical experience involving human resources functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

BOARD APPROVED: September 3, 2024