



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Leave Management Associate
Payroll/Personnel Type:	12 Month
Reports to:	Director of Employee Relations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

To analyze reported leave-of-absence requests; to make determinations based on district, state and federal regulations; and to ensure that on-going claim management is within district service standards and best practices.

Essential Functions:

- Maintain a comprehensive knowledge of Family Medical Leave Act (FMLA) and related laws to efficiently administer FMLA information and related policies
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities
- Review medical certification supplied by the healthcare provider and determine if it is a “qualifying condition” under the Family Medical Leave Act
- Counsel employees on district policy & procedures as it pertains to leave
- Manage, process and administer all leave-of-absence requests and disability paperwork correctly, timely and in accordance with regulations and policies
- Determine the duration associated with the leave based on the information given by the healthcare provider
- Communicate approvals, denials, leave extensions, re-certifications, return to work plans and other important information regarding leave to all impacted parties
- Cross-train in other departments throughout HR to effectively support other associates
- Exercise a high level of independent judgment and critical thinking where decisions are compliant with applicable laws, policies, and regulations
- Prioritize and organize daily responsibilities in order to meet all deadlines
- Assists with the enrollment of employees in group health and welfare benefits, including but not limited to medical, dental, life, vision, and disability insurances as needed
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office and other standard business technology
- Maintains effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture)
- Maintains a high level of confidentiality
- Maintains strong and genuine working relationships with all stakeholders
- Ability to show cultural competence (diversity, inclusion, and equity)
- Ability to convey speak effectively and communicate information and ideas clearly and concisely to individuals or groups
- Ability to embrace and identifying new areas for learning; regularly creating and taking advantage of learning opportunities
- Ability to read and interpret documents such as operating and procedure manuals
- Ability to produce clear and detailed reports that demonstrate high-level data analysis as well as project completion/status



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- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to take initiative to problem solve and improve one’s own ability to generate high-quality work

Experience:

- A minimum of at least four years of customer service (required)
- A minimum of at least one year of FMLA experience (preferred)

Education:

- Bachelor’s Degree in human resource, business administration, or related field (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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