

## DIOCESE OF SAN JOSE Position Description

### POSITION TITLE: Human Resources Specialist– Leaves of Absence/Workers' Compensation

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LOCATION:	Diocesan Offices	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Resources	SALARY GRADE:	VII
REPORTS TO:	Christina Dickson	EMPLOYEE:	
DATE UPDATED:	January 2019	FULL TIME OR PART TIME:	FT

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#### POSITION SUMMARY:

To support pastors, principals, supervisors, employees by providing information and guidance regarding leaves of absence policies. Work with the HR Manager to maintain, monitor, and implement revisions of leaves of absence (LOA) including workers' compensation for the Diocese of San Jose. Oversee all leave of absence cases and workers' compensation claims. Effectively coordinate all cases/claims to include general administration, comprehensive case management and program compliance with the Family and Medical Leave Act and all related employment laws.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

*(other duties may be assigned)*

- Serves as the subject matter expert for the leave and workers' compensation programs in alignment and under the general direction and guidance of HR leadership and the legal counsel.
- Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.). Ensures that the workers' compensation program is managed in accordance with applicable OSHA and workers' compensation laws.
- Administers all aspects of leave and workers' compensation programs.
- Provides extensive case management and coordinates administrative aspects of the cases and claims. Conducts/coordinates investigations into all reported workers' compensation claims.
- In conjunction with HR Manager, approves and/or denies leave cases based on relevant medical information. Coordinates and organizes all medical information and ensures that HIPAA and Employee Privacy guidelines are closely monitored and effectively executed.
- Ensures that all reportable workers' compensation claims are submitted to third party administrator within 48 business hours from the date of the incident.
- Manages all administrative aspects of leave and workers' compensation claims to include tracking hours used/taken and working closely with payroll to ensure that pay for associates is accurate and correct.
- Works closely with site managers/administrators to ensure that all relevant medical documentation is completed and submitted for timely review.
- Maintains appropriate contact with all employees on leave and coordinates all aspects of return to work for associates on leave.
- Produces and manages reporting metrics and analytics for all leave cases and workers' compensation claims. Presents reports as requested.
- Conducts investigations regarding incidents, interviews relevant parties and coordinates medical treatment/care as needed.
- Meets regularly with HR Manager to review status of claims and develops strategies for resolution.
- Manages STD/LTD programs and vendor relationships. Ensures that STD claims are coordinated with FMLA or general medical cases.
- Partners closely with HR Manager on all related cases/claims. Meets regularly to review the status of cases/claims and develops legally sound strategies for a mutually beneficial resolution.
- Assists in the creation and facilitation of leave administration and workers' compensation training programs
- Performs all other duties as assigned or required.
- Educate and advise pastors, principals and department supervisors regarding leave policies and procedures.
- Manage compliance and tracking of all employee leaves of absence (FMLA, ADA, WC etc.).

- Notify and disable e-mail access for employees on LOA and enable upon return to work
- Input time off requests for employees on LOA and maintain spreadsheet on LOAs for payroll and benefits
- Assist in developing and conducting training sessions on various leaves of absence policy, practice

**OTHER OR SHARED RESPONSIBILITIES:**

- Provide back-up and support to the other Human Resources Specialist as needed
- Represent the Human Resources Office on various committees as needed
- Participate in employee relations matters as needed

**THIS POSITION SUPERVISES:**

- N/A

**QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

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, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Education and/or Experience:** Bachelor's degree in human resources, business, psychology, education or related degree. Three to five years of experience as a human resources specialist. Must be self-directed and a quick learner!

**Language Skills:** Effective oral and written communications skills are required. Strong English language writing and compositions skills. Effective interpersonal skills, including the ability to interact with individuals at all levels of the organization and of different ethnic and cultural backgrounds. The ability to train individuals and provide group presentations. Bilingual skills in Spanish, Vietnamese or any language a plus.

**Computational Skills:** Advanced math skills required to calculate salaries and analyze compensation data.

**Reasoning Ability:** The ability to make sound decisions after analyzing and interpreting often complex information. The ability to research, review and understand information related to personnel administration and employment law. The ability to think independently, problem-solve and take initiative.

**Technical Skills:** Proficient in Microsoft Office, Workday, and other systems as required.

**Certificates, Licenses, Registrations:** Driver's license preferred, as this position does require some travel to diocesan sites.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit for extended periods of time and use hands in repetitive motion. The employees is occasionally required to stand, walk, bend and reach with hands and arms. The employee may also need to lift or move up to 10 pounds.

**Physical Environment:** The employee will work in the administrative office area which is open, and often busy and noisy. The work space is wheelchair accessible.

**Working Conditions:** The employee must be physically present in the office and able to work cooperatively with other staff inside and outside of the personnel office. The employee must be able to multi-task and remain focused despite frequent interruptions. The employee is generally expected to work office hours, Monday through Friday between 8:30 a.m. - 5:00 p.m.

**Other Requirements:** The employee must have knowledge of Church structure and culture. Knowledge of elementary and secondary school structure and culture helpful. Customer service skills and attention to detail required. Employee must also exercise discretion and confidentiality.

**Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give copy to employee and return original to the Human Resources Office.**

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**Employee**

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**Date**

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**Supervisor**

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