

POSITION: LEAVES ANALYST (PS101235)

SALARY RANGE: \$86,216.00 to \$104,270.40
Employee pays up to 7% of salary/wage toward CalPERS retirement plan

OPEN TO: All qualified candidates

DATE POSTED: Friday, January 5, 2018

CLOSING DATE: Open until Filled
(First Review Date of Applications: January 22, 2018)

OPENINGS: 1 and to create an Eligibility List

POSITION DESCRIPTION:

Under the general direction of the Manager of Equal Employment Opportunity Compliance Programs, this position is responsible for performing journey-level professional Human Resources work administering the non-industrial medical leaves of absence (Absence Management Program), supporting EEO/employee relations, creating and conducting District-wide EEO trainings and assisting with special projects. Independently administers Absence Management Program for compliance including tracking and managing employee non-industrial leaves, reviewing and evaluating the overlap between federal, state and local laws and facilitating the return-to-work and interactive processes; develops and conducts related trainings. Assists to resolve problems through consultation, analysis and recommended actions. Exercises discretion and independent judgment and possesses expert knowledge of related laws, regulations, policies, rules and procedures. Researches, evaluates and implements new methods and tools for enhancing program services. Consults with managers, employees, administrative staff and union representatives on all aspects of non-industrial leaves of absence.

MINIMUM JOB REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in Human Resources Administration, Public Administration or a related field. Position related experience may be substituted on a year-for-year basis in lieu of degree. A written statement detailing experience in lieu of degree must be submitted at time of application.
- Three years of progressively responsible experience in human resources. Absence management experienced preferred.
- Experience interpreting federal and state leave and EEO laws
- Experience providing advice and consultation to employees regarding leave benefits, such as FMLA, CFRA, ADA, PDL, etc.
- Experience creating trainings and presenting at all levels
- Experience conducting internal EEO investigations and employee relations desired
- Experience in a public sector unionized environment desirable

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- Professional certification in Human Resources or equivalent desirable
- Professional certification in Disability Management desirable

PHYSICAL REQUIREMENTS:

- Mobility to work in a typical office setting
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person and over the telephone.
- Routine use of computer, telephone and other office equipment
- Ability to travel to District facilities

REQUIRED LICENSE(S):

- A current, valid California driver's license and satisfactory driving record desired

ESSENTIAL RESPONSIBILITIES:

- Plans, organizes and directs leave programs including FMLA/CFRA/PDL, Military and District leave policies (Medical Leave of Absence; Personal Leaves) as well as reasonable accommodation and temporary accommodation requests
- Ensures compliance with medical and disability leave regulations and policies
- Counsels and advises management, employees and union representatives on federal and state disability leave laws, and related District policies and procedures
- Ensures smooth return-to-work transitions for employees and managers
- Escalates complex issues to EEO Manager and works with legal counsel to determine methods for resolving complex leave issues
- Develops rules, guidelines, reports and procedures designed to ensure timely handling, tracking and record maintenance of all intermittent and consecutive leave and reasonable accommodation requests
- Develops and conducts EEO related trainings for all employees
- Directs the maintenance of data records to ensure compliance with retention rules
- Interprets federal and state laws as well as collective bargaining agreements in regards to absence management and various EEO policies
- May assist with investigations into claims of workplace discrimination and unfair treatment
- Prepares managers for and/or attends disability-related grievance hearings
- Writes and/or updates related policies and practices as necessary
- Provides project management assistance with high-impact departmental projects as assigned
- Other duties as required
- Reliable and regular attendance and performance is required

REQUIRED KNOWLEDGE, ABILITIES and SKILLS:

Knowledge of:

- Federal and state laws related to EEO compliance areas
- Principles of Human Resources, EEO Compliance Programs

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Ability to:

- Effectively provide program-related advice and to counsel managers, employees, union representatives, insurance vendors and external consultants regarding program area
- Demonstrate proficiency (at an advance level) in using computers and software such as Microsoft Office (Word, Excel, Powerpoint, Access) and Adobe platforms
- Demonstrate an advanced level of skill using Human Resources Information Systems (HRIS) or similar applications (IFAS desired)
- Effectively manage projects
- Demonstrate excellent planning and organization skills
- Demonstrate excellent verbal, written and presentation communication skills
- Maintain a high level of confidentiality

APPLICATION PROCEDURE:

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Evidence of bachelor's degree or a written statement detailing experience in lieu of degree (Scan and attach as PDF to your online application)
4. Supplemental Questionnaire (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Skills Testing
- Oral Panel Interview
- Background, Employment and Security Investigation

******The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

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01/05/2018 MP

**Human Resources Administration
Human Resources Department
GGBHTD
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