

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Leave Specialist I

Code: 19544

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Business Affairs / Human Resources

Reports To: HR Management

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## *Summary*

- Function: Provide professional leave administration support as required for University employees, ensuring accurate, timely, and responsive service to all customers.

## *Duties*

- Typical:
  1. Provide professional leave administration support as required for all University employees. Coordinate with department supervisors, administrative assistants, employees, health care providers, disability insurance carriers, and Payroll in administering a timely leave administration program. Provide timely, accurate Leave information to the campus community, and external parties as required.
  2. Maintain a strict adherence to case management processes in the areas of: FMLA, STD/LTD administration.
  3. Ensures follow-up and return-to-work coordination and processing of FMLA, includes counseling employees regarding Benefit issues.
  4. Responsible for working with the PeopleSoft Absence Management module to determine absence accruals, forecast eligibility for past, current, and future absence events, and properly manage employee absences to ensure proper payment.
  5. Update information pertaining to FMLA cases into PeopleSoft, audit records, and enter cases into the FMLA database.
  6. Assist with execution, integration and streamlining of interdependent business processes between Absence Management and Time & Labor.
  7. Assist with processing of employees' Absence Management events in conjunction with Time & Labor's reporting of employees' time including, resolution of processing errors from both modules to ensure accurate posting of employees' payable time in Payroll pay sheets.
  8. Research and remain abreast of applicable laws (e.g. FMLA, HIPAA, ADA, etc.).
  9. Create, maintain, and properly store/destroy leave records in compliance with UTSA record retention policies/procedures.
  10. Must maintain a working knowledge of disability guideline resources.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Prefer Bachelor's Health Care Education or Nursing.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
N/A	Certified Case Manager (CCM).
	Ability to read and speak Spanish.
	Experience utilizing PeopleSoft version 8.0 and greater and familiarity with PeopleSoft modules HR, Absence Management, Time and Labor, and Payroll
	Experience in Microsoft PowerPoint, Outlook and Access.

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year of experience in leave administration, medical case management, benefits experience with leave administration responsibilities, or HR generalist.	N/A
Excellent skills in analysis and evaluation.	
Excellent customer service skills.	

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime and/or travel may be required.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from the supervisor.	None.

***Accuracy***

Proficiency in all duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.