



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6321
Pay Grade: D09

FLSA: Non-Exempt

LEAVE SPECIALIST
REPORTS TO: Executive Director, Human Resources
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED and four (4) years office experience; or an equivalent combination of education, training, and experience. Strong organization, communication skills, and experience with Microsoft Office Suite preferred.
MAJOR FUNCTION
Performs advanced, complex clerical work in carrying out a variety of specialized or technical responsibilities. Applies varied procedures in accomplishing duties in Human Resources Services as related to leave of absence. Work involves a high degree of independent judgment and moderate decision-making based on experience or knowledge of department operations. Incumbent is required to perform complex duties of a specialized nature. Work is performed under general direction and is reviewed through observation and evaluation.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Maintains knowledge of all applicable leave and accommodation laws including the FMLA, ADA, and district policy as related to leave of absence. • Prepares and maintains leave of absence paperwork related to school board policy and contract language. • Interprets and explains leave policy, procedures, guidelines, and appropriate paperwork to all stakeholders. • Serves as the subject matter expert in Human Resources under the general direction and guidance of HR leadership and consultation from the legal department. • Consistently exhibits behavior and communication skills that demonstrate a commitment to superior customer service, including quality care and concern with stakeholders. • Performs technical and detailed work as assigned. • Verifies absences with employees and sends related correspondence as necessary to remain compliant with state and federal laws. • Acts as a liaison between employer, employee, and payroll department for the purposes of determining leave eligibility under state and federal laws and following organizational policies; obtaining medical certification and following state and federal requirements for documentations and leave tracking. • Provides in writing to employees and supervisor approvals/denials/need for additional paperwork or information within assigned timelines. • Maintains integrity of confidential information provided by employees and in alignment with all federal and state laws. • Facilitates other leave requests, which may include accommodation requests under the ADA. • Establishes and maintains strong relationships with payroll, human resources, and risk management. • Works collaboratively with all staff in Human Resources to ensure timeliness of personnel transactions. • Works collaboratively with divisions in providing information and procedures regarding leave of absence. • Performs other related duties as assigned.

LEAVE SPECIALIST

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 08/18/23 PT; BOARD APPROVED: 09/26/2023

LEAVE SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Leave Specialist – PESPA