

Anoka Hennepin Independent School District #11

Position Standard

HR SPECIALIST – LEAVE OF ABSENCE

Occupation Code 4026

Employee Services Department

Full Time 260 days/8 hrs/day

Job Summary:

Under the direction of the Employee Services Manager, the HR Specialist - LOA is the primary contact for all school district employees and administrators on leaves of absence including FMLA leave and other types of leave. Administers compliance with ADA/504 employee requests. Ensures compliance with collective bargaining agreements and policy group terms and conditions of employment. Recommends best practices in alignment with federal, state, local employment laws and regulations.

Key Responsibilities:

- Manage and update data for employees requesting 504/ADA accommodations.
- Responsible for providing comprehensive guidance to employees and administrators on all facets of FMLA leave and related leave policies, procedures, federal and state regulations.
- Offer information and facilitate coordination of various types of leaves, including, educational, emergency, military, TRA extended, sabbatical, and all other leaves in accordance with state and federal law.
- Compile and present Employee Services items for inclusion in the School Board Agenda, such as retirements, resignations, and leaves of absence.
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- Collaborate with external medical providers to ensure accurate medical documentation for processing, extending, or modifying leaves of absence.
- Oversee the implementation of the Department of Transportation drug testing program.
- Other duties as assigned.

Qualifications:

- High school degree or equivalent. Post-secondary coursework in Human Resources Management or a related field is preferred.
- Proven experience in an HR role with a strong understanding of HR principles and best practices.
- Knowledge of applicable state and federal laws such as Family Medical Leave, Safe and Sick Time, and Americans with Disabilities Acts.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse stakeholders.
- Ability to multitask and handle confidential information with discretion.
- Strong attention to detail and organizational skills.
- Knowledge of standard office equipment and typical productivity software, databases, and customized HR systems/applications.

Physical Factors Include:

While performing the duties of this job, the employee is regularly required to sit, use hands, talk, and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.