



ADA COUNTY
invites applications for the position of:

HR Consultant-Leave Administration

SALARY: Depends on Qualifications

DEPARTMENT: Human Resources

OPENING DATE: 05/11/22

CLOSING DATE: 06/30/22 11:59 PM

GENERAL SUMMARY:

\$65,000/Annually + DOE

This position will oversee, administer, and provide consultation for leave requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), Uniformed Services Employment and Reemployment Rights Act (USERRA), state and local leave laws, short-term or long-term disability plans, and other county leave programs.

DISTINGUISHING FEATURES OF THE CLASS:

This position works under minimal supervision and carries out work assignments in accordance with instructions, policies, previous training or accepted human resource practices.

ESSENTIAL FUNCTIONS:

- Coordinates the FMLA leave administration process to include; gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use;
- Administers other leave programs including, workers' compensation, military leave, disability, county leave programs;
- Oversees the return-to-work process for employees on leave and maintains communication with employees on leave and management to facilitate return to work;
- Provides consultation to managers and employees on the interaction of leave laws with paid time off, workers compensation, and short-term and long-term disability benefits;
- Engages with employees on ADA accommodation requests and prepares thorough, accurate, and legally compliant documentation of reasonable accommodation requests and interactive process records;
- Researches and provides recommendations on leave management related guidelines, policies, procedures, and standards to ensures legal compliance according to state and federal regulations;
- Develops and implements ways in which to better educate employees and management on leave programs, policies and procedures and provides ongoing training;
- Coordinates billing process between employee, benefit carrier, and Ada County payroll for employees on an approved leave without pay;

- Acts as liaison between the county, employees, third-party administrators, medical providers, and Risk Management;
- Maintains complete and accurate records of leave and accommodation requests in accordance with legal requirements and documentation of best practices;
- Preserves confidentiality of employee medical documentation and files;
- Processes leave related personnel actions in HRIS for accuracy and completeness;
- Produces and manages reporting metrics and analytics and presents reports as requested.

ADDITIONAL FUNCTIONS:

- Maintains knowledge of all applicable leave and accommodation laws including the FMLA, ADA, and state and local laws;
- Completes special projects and assignments as assigned;
- Evaluates, develops, and assists in the implementation of benefit programs, policies, procedures, systems, and processes;
- Assists with basic questions about offerings, eligibility or coverage and assists with enrollments;
- May assist HRIS Analyst with HRIS benefits module system testing;
- Performs other duties as assigned.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited university in Business Management, Human Resource Management or a related field OR an equivalent combination of education and experience;
- A minimum three (3) years of previous related work experience;
- Professional Human Resources certification (PHR), Society for Human Resource Management certification (SHRM-CP) preferred;
- Certified Idaho Workers' Compensation Specialist (CIWCS) required, or obtained within one year of hire;
- Extensive knowledge of the leave requirements and other legal protections afforded by the FMLA, ADA, USERRA, and other applicable laws;
- Experience researching and resolving complex leave issues; interpreting and explaining federal and state regulations;
- Knowledge of the principles and best practices of human resources, employee development, mentoring and employee relations;
- Strong experience in advising and providing consultation to employees on benefit and leave programs;
- Experience with various computer software programs such MS Word, Power Point, Excel, Publisher, and Outlook, Zoom, Teams, WebEx as well as database management programs;
- Experience using an HRIS system, Oracle preferred;
- Ability to establish and maintain effective working relationships with elected officials, department directors, employees, the public and county agencies;
- Ability to independently make accurate decisions, draw conclusions, problem solve, follow through on tasks and communicate directly with employees and management;
- Ability to explain complex information in an understandable fashion;
- Ability to compile data and information for reports, compose letters and memoranda, and make presentations in group settings;
- Ability to communicate effectively verbally and in writing and exercise tact and discretion;
- Ability to maintain confidentiality;
- Ability to work independently to complete tasks with minimum oversight;
- Ability to effectively communicate with people in potentially stressful and emotional situations;
- Ability to exercise independent judgment and maintain confidentiality of sensitive information;
- Ability to show initiative, analytical and problem-solving skills, and handle multiple projects simultaneously;

- Ability to work under own initiative and utilize independent judgment; and
- Ability to work as part of a team to accomplish division and department goals.

OTHER REQUIREMENTS:

- Must possess and maintain a valid driver's license;
- Ada County HR staff furnishes their own transportation for conducting county business when necessary.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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Position #01468
HR CONSULTANT-LEAVE ADMINISTRATION
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