

## ABSENCE COORDINATOR

### DEFINITION

Supervises, monitors, and coordinates the District's Total Absence Management program and/or the District's compliance with the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Americans with Disabilities Act (ADA), and Fair Employment and Housing Act (FEHA), and other protected absence statutes and recommends and administers absence policies and procedures.

### TYPICAL DUTIES

- Coordinates and audits the Integrated Disability Management Third Party Administrator (TPA) files, practices, and case administration.
- Coordinates with District staff and monitors the District's compliance with FMLA and CFRA to ensure all responsibilities are undertaken, such as posting requirements, proper designation of leaves, medical certification, tracking of leaves, and continuation of health benefits.
- Monitors District compliance with the Americans with Disabilities Act (ADA)/Fair Employment and Housing Act (FEHA) by coordinating the Reasonable Accommodations Process, which includes reviewing and granting accommodations requests, overseeing the Reasonable Accommodations Committee, coordinating with the District's Medical Director, and with other District offices when applicable.
- Supervises the day-to-day activities of the Total Absence Management program in the Integrated Disability Management Section of the Division of Risk Management and Insurance Services.
- Communicates information related to employee absence, well-being and accident prevention to supervisors and administrators.
- Coordinates with the Office of Environmental Health and Safety, the Personnel Commission, the Human Resources Division, the Office of Staff Relations, and the TPA on related absence issues.
- Coordinates efforts through the Personnel Commission to develop and administer District-wide training programs in all facets of FMLA, CFRA, ADA and FEHA, and additional laws and codes providing for protected absences, leaves and accommodations.
- Promotes the District's goals of minimizing lost time and addressing absence management by ensuring all appropriate leaves are run concurrently.
- Assists in establishing criteria used in evaluating the TPA to ensure best practices guidelines are met.
- Provides technical support for administrators, supervisors, employees, and employee organizations regarding FMLA/CFRA and ADA issues and mandates, District policies and procedures, and leave coordination.
- Reviews and interprets proposed legislation related to FMLA/CFRA and ADA for its effects on the District and makes recommendations for appropriate administrative response.
- Compiles and analyzes employee absence data including FMLA/CFRA-related absences and makes recommendations for policy, procedural, legal, rule, and collective bargaining agreement changes.
- Analyzes and interprets provisions of the Education Code and other statutes relative to leave of absences, employee compensation, and attendance incentives.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Absence Coordinator administers the activities of the Total Absence Management program and/or oversees the District's compliance with FMLA/CFRA, and other protected absence statutes, coordinates employee absence management with the TPA, employees, and other District departments.

A Return to Work Specialist arranges for the early return to work of injured and/or ill employees throughout the District, and acts as a liaison between the employee, TPA, and the District.

The Director of Integrated Disability Management plans, implements, and administers a wide range of disability management programs for the District.

## SUPERVISION

General supervision is received from the Director of Integrated Disability Management. Supervision is exercised over Return to Work Specialists, Administrative Aides, or Administrative Analysts.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, policies, and practices of disability management and public personnel administration
- Applicable local, State, and federal laws, rules, and regulations pertaining to absences and attendance incentives
- TPA programs and organizational structure
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- Organization and policies of the Los Angeles Unified School District
- District collective bargaining law and labor agreements, and Personnel Commission rules
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Formulate and express ideas clearly and effectively in writing and orally
- Work effectively with District personnel, contractors, union representatives, and the public
- Work independently on complex assignments
- Analyze, interpret, and apply laws, rules, and regulations pertaining to disability management
- Exercise tact and good judgment
- Interpret statistics and make accurate arithmetical computations
- Operate a computer and related peripheral equipment
- Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in risk management, business administration, public administration, or a related field. Additional qualifying experience may be substituted for the required education on a year for year basis.

### Experience:

Three years of professional-level experience in technical risk management, personnel, disability management, or a closely related field, including one year in a supervisory capacity.

Special:

A valid California Driver License  
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
03-13-13  
CA