



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 6/6/2024

Leave and Disability Specialist (Workers' Compensation)

Pay Scale: B

Level: 11

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

Interprets complex leave and benefit rules, procedures, and requirements for school division employees, researches and analyzes personnel data to provide information to or counsel employees about requirements or eligibility for coordination of leave benefits, serves as liaison with workers' compensation third party administrator (TPA), develops and implements processes to ensure compliance with state, federal and LCPS policy. Develops reports for leadership relating to leave, including but not limited to workers' compensation injury reporting, short-term disability reporting and paid leave program reporting. Reviews and makes recommendations for process changes and updates at the direction of the Leave & Disability Programs Supervisor. Consults with the Leave & Disability Program Coordinator for compliance guidance under the Americans with Disabilities Act Amended.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops presentations relating to leave and disability benefits, makes recommendations for process improvements and modifications; creates educational materials related to specific leave and benefit plans, including newsletter articles and video recordings to enhance educational content
- Counsels employees on disability program eligibility related to their leave or workers' compensation claim.
- Oversees and processes paperwork and on-line applications for tracking leave and workers' compensation
- Demonstrates job specific knowledge of school policies, federal and state regulations related to FMLA and workers' compensation
- Manages difficult and/or emotional situations with tact and diplomacy; maintaining appropriate confidentiality
- Monitors and interprets self-insured workers' compensation and disability programs including making recommendations for changes to the programs and to administration guidelines
- Prepares mandated reports as required by federal and state; coordinates information between school system and TPAs
- Researches, reconciles and documents complex employee leave issues

- Coordinates return to work with Leave & Disability Programs ADA Coordinator
- Follows all related Standard Operating Procedures and updates procedure documents as processes evolve.
- Conducts training sessions for related benefits, including but not limited to, disability, FMLA and leave
- Provides support as liaison with short-term and long-term disability vendors regarding employee eligibility and demographics, as well as processes
- Responsible for leave system management to include changes to all file attachments, system communications, and reporting
- Works with other LCPS stakeholders in regards to safety, job and benefit protected leaves, return to work, and placements

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Four (4) years of experience in a human resources environment, including data entry and customer service

Licenses and Certifications

Knowledge, Skills and Abilities

- Working knowledge of the theory, principles, practices, and techniques of management information systems and database software, including file creation and maintenance
- Knowledge of standard office practices and procedures; knowledge of MS Office Software to include working knowledge of MS Excel
- Ability to maintain an HRMS database, perform office work quickly and efficiently while maintaining accuracy; plan, organize, and prioritize work effectively; communicate effectively; work cooperatively with others; work under pressure with frequent interruptions
- Ability to maintain detailed records of salary-related personnel actions and collaborate with HRTD staff as well as other departments such as Payroll and Budget
- Ability to exercise the highest level of discretion in the handling of confidential personnel information and business matters

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.