



Family: Organizational Development Level:
PR2

Position Profile Title: Officer-Protected Leave

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Positions in this job profile are responsible for the function direction and management of the University's protected leave programs, the University's graduate family medical leave programs, and the represented employee donated leave program. They consult, advise and train business center human resources staff on university policies, procedures and processes.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Officer-Protected Leave profile is the oversight and consultation of human resource programs and functions for protected leave, university wide. Positions provide expertise and consultation while ensuring compliance with human resource policies, procedures, laws, and regulations pertaining to all employees across the university.

PRIMARY POSITION RESPONSIBILITIES:

1. Manages the University's leave database and protected leave cases.
2. Keeps the University informed of leave related policies, procedures, and regulatory requirements through internal campus communications, development of written guidance or handbooks, sending formal letters, and providing departmental training sessions.
3. Develops, maintains and delivers guidelines, training, and other resources on the leave program to/for University members.
4. Serves as the primary employee point of contact for FMLA/OFLA matters and functions as an internal consultant to employees and University contacts.
5. Ensures compliance with University policy, state and federal laws and regulations and collective bargaining agreements in employment services and practices for the university.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Other External Agencies and Institutions



Family: Organizational Development Level:

PR2

Position Profile Title: Officer-Protected Leave

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit and University Wide to:

- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.

TYPICAL REQUIREMENTS:

Bachelor's degree in Business Administration or closely related field or 5 years of current professional level Human Resources administration experience in a complex environment.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.