Position Profile

Family: Organizational Development
Level: PR4
Position Profile Title: Consultant-Protected Leave
Salary Grade: 3
Salary Range:
Minimum: $ 36,228.00
Midpoint: $ 48,900.00
Maximum: $ 61,560.00

PROFILE SUMMARY:
The position provides administrative oversight for the University's protected leave program, with emphasis on the Family & Medical Leave Act (FMLA), and the Oregon Family Leave Act (OFLA). This includes implementing management decisions to ensure program compliance to laws, rules and regulations, and provide technical expertise to the University in the functional areas assigned. They perform a variety of administrative and analytical tasks and projects in the functional areas assigned.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristic of the Consultant-Protected Leave profile is the expertise, consultation, and oversight of the University's protected leave programs, including FMLA and OFLA. Positions are part of the Office of Human Resources, specializing in administering leave policies and procedures for the university. Positions may provide data, analysis and support to collective bargaining proposals and negotiation processes.

PRIMARY POSITION RESPONSIBILITIES:
1. Provides University-wide program management for employee leaves covered by Federal and Oregon law, including serving as the primary employee point of contact for FMLA/OFLA matters; functions as an internal consultant to employees and University contacts by meeting with the employees, providing advice, and approving or denying request for leave.
2. Keeps the University informed of FMLA/OFLA policies, procedures, and regulatory requirements through internal campus communications, development of written guidance or handbooks, and providing departmental training sessions.
3. Develops, implements, maintains, and evaluates systems, processes, procedures and controls necessary to ensure University compliance with FMLA/OFLA requirements.
4. Performs case management and issue resolution related to eligibility issues, and contract interpretation.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are varied, requiring analysis or interpratation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:
- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

Position Profile

Family: Organizational Development
Level: PR4
Position Profile Title: Consultant-Protected Leave
Salary Grade: 3
Salary Range:

Minimum: $ 36,228.00
Midpoint: $ 48,900.00
Maximum: $ 61,560.00

ACCOUNTABILITY:
Results are defined by department leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

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

TYPICAL REQUIREMENTS:
Bachelor's degree in related field or 4 years of experience providing administrative support in program administration, including interpretation of laws, rules, policies and regulations.

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.