

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Absence Management	<b>JOB CODE:</b> 473C or 473B
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support or Annual Central Office Personnel
<b>DEPARTMENT:</b> Employment	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Executive Director, Employment	<b>PAY GRADE:</b> Rank C (NK03) or CS1(5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the reporting of data for the Affordable Care Act.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree in Human Resources, Education, or related field; (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Degree requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of HR, Education or professional/office experience with demonstrated exceptional customer service and problem-solving skills
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, leadership, organization, planning, public relations, computer technology, finance/budgeting

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Hires, supervises and evaluates the Absence Management Representative.
3.	Assists the Director, Support Services regarding various personnel support issues within his/her office of responsibility; provides solutions to resolve issues in accordance with the law, District Policies, and Administrative Rules.
4.	Assists the Director, Support Services in developing and implementing divisional policies, rules, and procedures; ensures adherence to all District Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.
5.	Assists other Human Resources and Central Office Division and Department leaders in integrating and coordinating individual efforts into unified programs for the District.
6.	Maintains liaison with social, professional, civic, and other official and community organizations and agencies, which have any interest in providing and promoting employee support programs and services.
7.	Develops and maintains a working knowledge of all Federal Laws and local guidelines pertaining to the Affordable Care Act to ensure compliance.
8.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_