General Description
Coordinates and administers all aspects of the Family and Medical Leave Act (FMLA) for the University, and the University employee disability accommodation process under the Americans with Disabilities Act (ADA) as amended, and Section 504 of the Rehabilitation Act.

Examples of Duties
- Counsels supervisors on managing complex leave circumstances (FMLA, ADA, Worker’s Comp).
- Counsels employees and supervisors about their FMLA’s rights and responsibilities.
- Determines FMLA eligibility per current federal law; generates all necessary correspondence; reviews medical documentation; requests clarification from health care providers; determines whether the leave is FMLA qualifying; makes the appropriate leave designation on behalf of the University; follows up with the department and employee as needed.
- Determines if the employee is otherwise qualified under ADA and federal law, and eligible to receive workplace accommodation; reviews medical documentation and evaluates a variety of factors to determine reasonable accommodations.
- Assists the Benefits Manager with the ongoing review and the development of effective FMLA and disability accommodation policies and procedures in consultation with the Office of Legal Affairs.
- Works with the Worker’s Compensation coordinator regarding Worker’s Compensation claims.
- Reviews and recommends changes to current FMLA practices at both the department and central HR levels.
- Supervises the Benefit Specialist and assistants.

Knowledge, Skills and Abilities
- Knowledge of FMLA, ADA, Section 504 of the Rehabilitation Act and other applicable federal, state, and local laws.
- Excellent organizational and time management skills.
- Excellent interpersonal, verbal and written communication skills.
- Ability to exercise excellent judgment, follow-through, and use tact and discretion in the conveyance of information.
- Ability to work with time sensitive issues under minimal supervision.

Minimum GSU Hiring Standards
Bachelor’s degree in Human Resources, Business Management or related field and three to five years of experience administering employee FMLA leave and disability accommodation programs. Must have thorough knowledge of FMLA, ADA, Section 504 of the Rehabilitation Act, and other applicable federal, state, and local laws. Must have a thorough understanding of how the FMLA, ADA, and workers’ compensation interrelate.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.