Georgia State University

Job Specification

Job Title: Assistant Manager, FMLA/ADA

BCAT Code: 09GD06  Effective Date: May 14, 2014
Band/Zone: G16  FLSA Status: Exempt  Revision Date: November 1, 2014

General Description
Coordinates and administers in confidentiality all aspects of the Family Medical and Leave Act (FMLA), such as processing claims. Leads in the development of effective FMLA leave administration practices and policies, and of the University’s employee disability accommodation process under the Americans with Disabilities Act (ADA).

Examples of Duties
- Collaborates with Legal Affairs, Employee Relations, the Office of Student Disability Services in the management of complex leave, accommodation, and performance situations.
- Advises employees and supervisors about FMLA and ADA rights and responsibilities in general and specific to the presented unique circumstances of each individual case based on the thorough understanding of the FMLA, ADA, 504 of the Rehabilitation Act, legal updates, and University policy.
- Processes and monitors ongoing FMLA leave cases; enters the FMLA hours for the employee.
- Determines FMLA “eligibility” based on current federal law; reviews medical documentation; requests clarification from health care providers, if necessary; determines whether the leave is FMLA “qualifying”; makes the appropriate leave designation on behalf of the University.
- Trains departmental Human Resources (HR) administrative coordinators and implements new procedures.
- Develops new written procedures to ensure compliance with changes in the law.
- Assists the Benefits Manager in the ongoing review and development of effective FMLA/disability accommodation policies and procedures in consultation with the Office of Legal Affairs.
- Determines whether the employee is “otherwise qualified” under federal law and eligible to receive workplace accommodation; reviews medical documentation and evaluates multiple factors to determine reasonable accommodations.
- Advises supervisors and departments on the implementation of accommodations while maintaining the confidentiality of the employee’s medical and disability information.
- Interfaces with the worker’s compensation coordinator concerning claims related to FMLA/ADA rights and obligations.

Knowledge, Skills, and Abilities
- Knowledge of FMLA, ADA, 504 of the Rehabilitation Act, the Health Insurance Portability and Accountability Act (HIPPA), and University rules and regulations.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

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.