

**Killeen Independent School District
Job Description**

Job Title: Employee Relations Technician
Reports To: Director for Employee Relations
FLSA Status: Non-exempt 226 days

SUMMARY:

Position performs a variety of functions to include processing Temporary Disability Leave, FMLA and ADA requests and responding to inquiries for all employees of the Killeen Independent School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Respond to general leaves questions, including FMLA, personal leave, military leave, jury duty, bereavement leave, etc.

Intake of leave requests, sending required notices, forms and letters

Create and maintain complete and accurate leave files.

Assist in communicating with employees, supervisors and human resources professionals to coordinate the return to work process, including accommodation requests and leave expirations.

Develop and generate reports on a regular basis to analyze leave data and trends.

Ability to maintain high level of confidentiality and professionalism.

Performs other duties as may be assigned by the Director for Employee Relations.

SUPERVISORY RESPONSIBILITIES:

This positions has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates degree in Human Resources, Business Administration, related field or HS diploma and minimum of 3 years' experience in an HR/Leave of Absence related position. KISD typing and data entry exams.

LANGUAGE SKILLS:

Ability to read and interpret documents such as federal rules, policies, and procedure manuals.
Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS:

Ability to calculate figures.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pound. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared Date: May 11, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.