

## **HR Representative, Sr. (Leave Admin)**

### **About CalOptima**

CalOptima is a county organized health system that administers publicly funded health care coverage for low-income children, adults, seniors and people with disabilities in Orange County, California. CalOptima's mission is to provide members with access to quality health care services delivered in a cost-effective and compassionate manner. With \$3.6 billion in annual revenue, CalOptima serves nearly 800,000 members, delivering services through four programs, Medi-Cal, OneCare Connect, OneCare and PACE. For the past six years, CalOptima has been rated the top quality Medi-Cal plan in California, according to the National Committee for Quality Assurance (NCQA) Medicaid Health Insurance Plan Ratings 2019–2020.

### **Position Summary:**

This incumbent will administer the daily activities of CalOptima's leave and accommodation programs, work cohesively with department team members and provide related support to all levels of staff within the organization. Maintains leave data in the system(s), runs reports, and works with payroll to ensure accuracy. Coordinates all aspects of leave management and disability compliance, including but not limited to: supervisor training, communication with the employee, ensuring all paperwork is completed and submitted timely, communication with employee's manager, engaging in the interactive process (IP), writing IP summary letters, writing accommodation agreements, tracking leave and other pertinent dates, doctor's notes, and all other leave information.

Often interacts with other departments, external vendors, and CalOptima's general office system. This incumbent will work independently as well as in a team-oriented environment, exercising discretion and judgment within the human resources department and with CalOptima employees.

### **Position Requirements:**

- Bachelor's degree in Human Resources, Business, Public Administration, or closely related field, required. Degree may be substituted for 4 years of Human Resources experience.
- Five (5) years of Human Resources experience in leave and accommodation administration required.
- Public sector Human Resources experience preferred.

### **CalOptima's HR Representative, Sr. (Leave Admin) must possess the ability to:**

- Provide support to CalOptima staff in the area(s) of responsibility.
- Identify issues and problems, develop solutions and prepare recommendations.
- Ensure compliance with legal requirements and support all leave and disability compliance initiatives.
- Maintain a high degree of confidentiality, sensitivity and emotional intelligence.
- Communicate clearly and concisely, both verbally and in writing reports and letters.
- Establish and maintain effective working relationships with all levels of staff.
- Prioritize, organize, and set deadlines.

- Utilize computers and access appropriate software (i.e. Microsoft Office: Word, Excel, PowerPoint, and Outlook) to produce correspondence, charts, reports, spreadsheets and/or other information applicable.

**CalOptima's HR Representative, Sr. (Leave Admin) must have the knowledge of:**

- Best practices to resolve complex policy issues and problems related to protected leave of absences.
- Procedures related to return to work programs.
- Policies and processes related to reasonable accommodation and conducting the interactive processes (IP).
- Federal statutes and CA state laws pertaining to employee leave and disability, i.e. FMLA, CFRA, PDL, ADA, and FEHA.
- Leave management service delivery, including the instruction to and follow-up with employees, managers, and the human resources team detailing the status of leave matters.
- General responsibilities, requirements and regulations pertaining to the human resources department.
- Methods and techniques for organizing and implementing programs or projects.

CalOptima provides an excellent benefits package including retirement benefits, PTO, 10 Holidays and much more.

For a complete job description and to apply online, please go to [www.caloptima.org](http://www.caloptima.org). Questions can be directed to Debbie Neal, Senior Recruiter, 657-235-6891 or [dneal@caloptima.org](mailto:dneal@caloptima.org).