

# SNOHOMISH COUNTY JOB DESCRIPTION

## FMLA/ADA SPECIALIST

Spec No. 2392

### BASIC FUNCTION

This position will be responsible for coordinating and monitoring the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), reasonable accommodation and other related areas. This position will perform a variety of technical, administrative and analytical duties in support of department personnel management programs.

### STATEMENT OF ESSENTIAL DUTIES

1. Consults with department management and staff on employee leave, disability accommodations, employment practices and procedures, classification and other personnel issues. Coordinates and maintains compliance with federal, state and local laws, labor agreements and central Human Resources guidelines.
2. Provides department-wide coordination of leave administration involving FMLA, WFLA and ADA accommodations. Coordinates with central Human Resources and the Prosecuting Attorney's office on accommodation and disability leave requests.
3. Drafts, reviews and maintains appropriate correspondence and documentation related to ADA, FMLA and other leaves and benefit administration.
4. Provides data collection, data analysis and reports related to leave administration, accommodation requests, and other personnel matters as required.
5. In consultation with central Human Resources; coordinates, reviews and monitors department classification requests; consults with management to review position duties, requirements and qualifications to update existing job classifications and to create new job classifications.
6. Develops and maintains effective working relationships with stakeholders, including the Human Resources Department, the Prosecuting Attorney's Office and other county offices and departments.
7. Develops, writes, edits and recommends department policies and procedures to accomplish organizational objectives and administrative control in the area of personnel management.
8. Advises and collaborates with management on county recruitment policies and guidelines to develop effective recruitment strategies.
9. Represents the department on appropriate task forces and committees as assigned.
10. Maintains confidentiality of confidential records and sensitive information and materials.
11. Performs special projects and related duties as required.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, human resources, public administration or a related field; PLUS, two (2) years experience in leaves of absence and/or ADA accomodation and related HR experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of human resources administration
- federal and state disability laws, regarding employees with disabilities, specifically ADA/ADAAA and FMLA
- strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- application and interpretation of federal, state, local laws, rules and regulations in the area of ADA, reasonable accommodations, and other related matters
- issues and trends in employee and labor relations
- collective bargaining agreements
- Microsoft Office Suite; word processing, spreadsheet, database and email
- building consensus among individuals with conflicting viewpoints
- Human Resources Information System (HRIS)

Ability to:

- gather analyze and evaluate a variety of data and maintain accurate records
- prepare clear and concise analytic and descriptive reports, including findings and recommendations
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs
- establish and maintain effective work relationships with elected officials, management staff and employees
- plan and organize work and work with minimal supervision
- recommend development of department policies and procedures

### SUPERVISION

The employee receives general direction from the Administrative Operations Manager. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

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### WORKING CONDITIONS

Work is primarily performed in an office environment with occasional field trips to meetings and work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2017

EEO Category: 2 - Professional

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous