

Johns Hopkins University Bloomberg School of Public Health & School of Nursing

Position: HR Administrator Leave & Records

The HR Leave & Records Administrator is responsible for the daily operations management of the Leave/Records section for the Johns Hopkins School of Public Health (JHSPH) and School of Nursing (SON). Provide information and assistance to departments to include; managers, supervisors, and other staff regarding leaves of absence and personnel records management, as well as payroll as it relates to leaves and pay to include compensation and certain benefit issues related to leaves of absence and retirement eligibility. Supervise the section HR Assistant; responsible for hiring, performance management, training, and work assignments. Primary source for all department contacts/clients in JHSPH and SON for explanation of all leave procedures, guidelines and processes, and follow-up questions, clarification and guidance. Explain, interpret, and advise on university policies, practices and procedures to the department contacts and the HR team. Serve as internal consultant to client areas on payroll practices relative to FLSA status, holiday pay, overtime pay, supplemental pay, salary increases, promotions, transfers, new hires, etc. Manage the efficient processing and of employee personnel records and leave of absence transactions through a variety of JHU administrative and electronic systems. Locate and provide salary information in response to all inquiries: internal, external, state, federal verification forms, etc. Oversee the maintenance and continuous improvement of the HR personnel file management system for JHSPH, SON and divisional HR staff for new, active, and terminated employees. Complete special projects assigned by the Senior and Assistant directors; represent JHSPH, the university and the directors at meetings, committees, task forces as needed. Act as approver for on-line payments and reimbursements in SAP for the JHSPH HR division. This position reports to the Assistant Director of Human Resources.

Qualifications: Bachelor's degree in business administration, human resources or related field. Directly related experience may substitute for education. Three years of related experience to include administration of family medical leave and other leave administration required. Demonstrated understanding of and management of FMLA, FLSA, and long and short term disability, timekeeping and related functions required. Demonstrated ability as a collegial member of a team. Ability to act independently. Strong customer service and conflict resolution skills, strong verbal and written communications skills, and active listening skills. Computer skills including word processing, spread sheets and ability to generate reports. Ability to analyze and interpret data, reports, and policy information.

To view a through description and apply online, visit <http://jobs.jhu.edu> and search using job number 42453. Successful candidates will be subject to a pre-employment background check. AA/EEOE