



HR Accommodation Specialist Plano, Texas

CROSSMARK expertly illustrates The Way to Market by delivering sales and marketing growth solutions with exceptional service to consumer goods manufacturers and retailers. For over 100 years, we have been helping some of the most powerful brands in the world reach — and exceed — their performance objectives. We are recognized industry-wide for our exceptional client services, analytic capabilities and ability to deliver go-to-market solutions for our clients, irrespective of their complexity. It's a legacy we've worked hard to create, and one we continue to build on every day. Headquartered in Plano, Texas, CROSSMARK employs more than 20,000 associates with offices in the United States, Canada, Mexico, Australia and New Zealand.

Position Summary:

This position is responsible for managing the procedures and processes for the request and approval of accommodations and restrictions as they relate to the ability to perform the major duties and responsibilities of a CROSSMARK position. The position will work with employment candidates and current associates to determine appropriate actions for employment selection, return-to-work situations and job related functions. Responsibilities also include back-up for Leave of Absence processes and management of escalated Leave of Absence issues. The position will be responsible for reporting and analysis of accommodation and leave of absence information.

Essential Duties and Responsibilities:

1. Administer, coordinate and adjudicate accommodation requests from employment candidates and current associates.
2. Administration of temporary accommodation and/or restriction requests for associates returning to active work from a leave of absence.
3. Work closely with HR Operations to ensure compliance with the Americans with Disabilities Act (ADA) as it relates to workplace accommodations.
4. Advise Company supervisors and management on questions related to accommodations and restrictions, and HIPAA related issues.
5. Interfaces with associates, supervisors, managers and the Legal Department on related matters.
6. Participate with the Legal Department in responding to federal and state agencies with regard to discrimination claims for associates with accommodation requests.
7. Backup for leave of absence administration as needed.
8. Management of escalated leave of absence issues.
9. Management of leaves of absence for Canada.
10. Administration and processing of extended work absence for associates on leave of absence.

11. Responsible for analysis and development of reports for accommodation and leave of absence data.

Education: Bachelor's degree. Human Resources or related degree preferred.

Experience: 5+ years experience with leaves of absence and benefits. 2+ years experience handling accommodations and restrictions. Retail experience a plus.

Certificates, Licenses, Registrations: PHR or SPHR certification preferred.

Interested persons may send their resume and any pertinent information to benefits@crossmark.com.