

ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

HUMAN RESOURCES SPECIALIST (GRANT-FUNDED)

POSITION: Human Resources Specialist (Grant-Funded)

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is a highly specialized position focusing on tracking staffing, vacancies, transfers, changes to budget codes, and managing the Position Control program in the Department of Human Resources, while collaborating with the Department of Fiscal Services. Work involves responsibility for a broad range of activities essential for the smooth operation of the school system including, but not limited to: collecting and updating payroll accounting and position control information as necessary; accessing, updating, entering information into the shared staffing spreadsheets; filing and accessing electronic personnel files and documents; and coordinating with the contracted temporary staffing agency. While work may include some clerical tasks, the management of confidential employee information and ensuring accurate placement of staff in payroll accounting codes, the position control system, and coordination of temporary staffing are the primary functions of this position.

ESSENTIAL FUNCTIONS:

- Coordinates with the contracted temporary staffing agency to staff temporary positions throughout St. Mary's County Public Schools (SMCPS);
- Tracks and maintains staff payroll accounting codes in the eFinance system, DocStar, and shared spreadsheet;
- Provides position control support for the Department of Human Resources and the Department of Fiscal Services;
- Responds to various inquiries from various locations, departments, etc., with regards to tracking of vacancies and accounting codes for full-time, part-time, and temporary positions;
- Coordinates request for temporary hires between SMCPS and contracted temporary hiring agencies;
- Maintains confidentiality at all times and represent the system in a positive manner at all times;
- Establishes and maintains effective working relationships with others;
- Operates office machines, including related computers, copiers, calculators, and scanners;
- Utilizes exemplary communication, interpersonal and organizational skills;
- Interacts with the public and SMCPS staff with diplomacy, poise, a positive attitude, and a spirit of cooperation;
- Manages multiple priorities, multi-task, and work independently;
- Cross-trains and serves as a back-up to other members of the Department of Human Resources to allow for continuity of services; and
- Works independently and as part of the team, while managing multiple tasks, to achieve a quality work product and environment.

DUTIES AND RESPONSIBILITIES:

- Provide support to the Department of Human Resources, including tracking, updating, changing, researching, and documenting changes to payroll accounting codes, position control numbers, allocations, etc.
- Use programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Google Docs, Google Sheets, etc.;
- Maintain computer and hard copy files in such a manner that ensures easy access to information;
- Maintain confidentiality of reports, records, correspondence, and communications;
- Prepare and type reports, letters, inventories, presentations, and maintains files;
- Support the overall operations of the Department of Human Resources;

- Demonstrate courteous and professional treatment of all students, parents, and employees of SMCPs;
- Utilize assignment letters and requisitions to accurately track various positions and employees throughout the school system;
- Ability to manage multiple tasks; and
- Perform other duties as assigned by the Chief of Staff and Supervisor of Human Resources.

QUALIFICATIONS:

- High School diploma or equivalent required;
- Minimum of two years of Human Resources experience required;
- Knowledge of SMCPs personnel, policies, and activities;
- Knowledge of SMCPs payroll accounting codes and position control accounting structure.

TERMS OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP