

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

**HUMAN RESOURCES STAFFING MANAGER**

**POSITION:** Human Resources Staffing Manager

**REPORTS TO:** Supervisor of Human Resources

**LOCATION:** Department of Human Resources

**NATURE OF WORK:**

This is a skilled professional position with responsibility for recruitment, promotions, transfers, demotions, employment counseling, and terminations for all non-certificated positions within St. Mary's County Public Schools (SMCPS). This position will help to build a climate of student success and improved learning environments for all students by recruiting and retaining highly effective and diverse educational support professionals. The incumbent will work with hiring managers to build their capacity to select candidates who support the mission and vision of SMCPS.

**ESSENTIAL FUNCTIONS:**

- Demonstrate a thorough knowledge of the principles, practices, and techniques of public personnel administration including recruitment, interviewing, placement, and counseling;
- Comply with all Federal, State, and Local employment laws including alignment with Negotiated Agreements with employee associations;
- Process new hires to SMCPS and participate in exit interviews with staff;
- Maintain accurate records of hired positions, vacancies, and other required data;
- Collaborate with administrators to efficiently staff identified vacancies and participate in interview or selection panels as needed;
- Support recruitment efforts by participating in various in-person and virtual career fairs, recruitment events, and/or community events;
- Review minimum qualifications for candidates applying for positions with SMCPS;
- Evaluate credits, continuing education units, licenses, and/or credential to determine appropriate compensation adjustments as defined in negotiated agreements;
- Collaborate with other staff within the Department of Human Resources to assist staff members with questions regarding transfers, leave of absence, attendance, etc.;
- Participate in new employee orientation as needed to educate staff members on benefits provided through SMCPS;
- Prepare reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed;
- Prepare items for Board approval;
- Serve as a liaison to staff, committees and/or organizations on behalf of the Department of Human Resources for the purpose of conveying and/or gathering information required for district operations and to resolve concerns;
- Demonstrate effective written and oral communication skills;
- Compose correspondence for areas of responsibility; and
- Performs other duties or special projects as directed.

**DUTIES AND RESPONSIBILITIES:**

- Convert application and employment documents to electronic employment records using the document management software;
- Maintain accurate records and personnel files;

- Plan and participate in various new hire events and/or sessions for staff to learn about negotiated benefits to promote professional development opportunities for educational support professionals;
- Partner with student work and/or apprentice programs to coordinate experiences for students within SMCPS;
- Participate in recruitment activities, career day programs, and other events to promote SMCPS to the workforce;
- Prepare written reports, recommendations, analyses, draft policies and procedures, on a variety of personnel matters;
- Maintain timely communication with payroll regarding new hires, separations, resignations, terminations, etc.;
- Assist with grow-your-own programs to encourage educational support professionals to obtain teacher certification as appropriate;
- Partner with other departments, agencies, the employee associations, etc., to promote professional development and/or career advancement for educational support professionals;
- Coordinate with the Human Resources Generalist in matters related to unemployment compensation;
- Review employment applications to determine eligibility and evaluate candidacy in accordance with established procedures and applicable laws;
- Communicate with other departments to maintain open lines of communication regarding staffing, vacancies, onboarding, and resignations/terminations;
- Coordinate hiring for various educational support professional positions throughout the school system effectively in conjunction with other human resources tasks and assignments; and
- Analyze, interpret general business periodicals, professional journals, procedures and governmental regulations.

**QUALIFICATIONS:**

- Bachelor's degree required;
- Maryland Notary Public preferred;
- Five (5) years' experience in working in public schools, preferably within SMCPS.
- Knowledge of MS Word, and Excel;
- Considerable knowledge of human resources operations, staffing, and Federal, State, and Local employment laws; and
- Considerable knowledge of negotiated agreements with SMCPS.

**TERM OF EMPLOYMENT:** Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 35.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

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