

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

HUMAN RESOURCES ASSISTANT I (Document Management)

POSITION: Human Resources Assistant I - Document Management

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is highly specialized clerical work in compiling, verifying, and recording employee data in the human resources department. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to: maintaining files regarding certification of employees, collecting and updating information as necessary; accessing, updating and entering information into St. Mary's County Public Schools (SMCPS) database systems; creating and maintaining a database for tuition reimbursement program for all SMCPS employees; reviewing and recording information from college/university transcripts in employee files and databases; communicating with and maintaining records regarding local colleges/universities with whom SMCPS maintains Direct Billing agreements. While work may involve general clerical tasks, the management of confidential employee information and ensuring accuracy are the primary functions of this position.

ESSENTIAL FUNCTIONS:

- Provide administrative support to the Department of Human Resources;
- Review, record and maintain credit information from college/university transcripts;
- Maintain databases to assist in the administration of the tuition reimbursement program for all SMCPS employees as outlined by Negotiated Agreements;
- Organize, record and file all applications, transcripts, and receipts with regards to tuition reimbursement program for SMCPS employees;
- Organize, record and file records regarding certification in the Maryland Educator Information System (EIS);
- Communicate with and maintain records regarding local colleges/universities with whom SMCPS has Direct Billing agreements;
- Serve as liaison with Finance Department regarding Direct Billing agreements with local colleges/universities;
- Serve as liaison with the Department of Curriculum and Instruction regarding professional development credits earned by certificated staff;
- Assist with scheduling and preparation of files for employee file review appointments;
- Communicate with SMCPS staff regarding tuition reimbursement program in person, as well as via phone and email;
- Serve as a liaison with the Maryland State Department of Education regarding certification fees;
- Recommend salary scale adjustments for individuals that qualify based on certification levels and/or advanced training;

- Prepare and submit requests to accounts payable for certification fees due to the Maryland State Department of Education;
- Process Extra Pay for Extra Duty applications, contracts and submit paperwork to payroll department for payment;
- Generate MD New Hire report and submit to State of Maryland;
- Collect, organize, and distribute new hire paperwork;
- Assist with conversion of paper employee files to electronic personnel files; and
- Perform general clerical work as necessary.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Department of Human Resources, including scheduling appointments, responding to inquiries regarding tuition reimbursement program, certification requests, compiling letters and documents, and maintaining confidential employee files;
- Review and record credit information from college/university transcripts and Maryland State Department of Education (MSDE) professional development credit slips in employee files;
- Maintain database to assist in the administration of the tuition reimbursement program for all SMCPS employees, as outlined in the various Negotiated Agreements;
- Communicate with and maintain records regarding local colleges/universities with whom SMCPS maintains Direct Billing agreements;
- Organize, scan, and maintain employee files in the conversion of paper personnel files to electronic personnel files;
- Use programs required to complete assigned work, i.e., Word, Excel, Power Point, etc.;
- Maintains computer and hard copy files in such manner that ensures easy access to information;
- Maintain confidentiality of reports, records, correspondence, and communications;
- Prepares and types 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;
- Ability to manage multiple tasks; and
- Perform other duties as assigned by the Director and Supervisor of Human Resources.

QUALIFICATIONS:

- High School diploma or equivalent required;
- Three years of school secretarial or school system office experience;
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
- Ability to read and interpret college transcripts and MSDE credit slips;
- Knowledge of SMCPS personnel, policies, and activities;
- Knowledge of SMCPS Negotiated Agreements for EASMC, CEASMC, and SMASA;
- Hold or be willing to obtain Maryland Certification Authorized Partner Associate (CAPA) status through MSDE (will require one day travel to Maryland State Department of Education);
- Ability to establish and maintain effective working relationships with others;
- Skill in the operations of office machines, including related computers, copiers, calculators and scanners;
- Demonstrated proficiency in the use of Microsoft Excel;
- Exemplary communication, interpersonal and organization skills;

- Ability to interact with the public and SMCPs staff with diplomacy, poise, a positive attitude and spirit of cooperation;
- Demonstrated attention to detail and proven accuracy; and
- Ability to manage multiple priorities, multi-task and to work independently.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

2018

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

HUMAN RESOURCES ASSISTANT I - GENERAL

POSITION: Human Resources Assistant I General

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is a highly specialized position focusing on clerical work in compiling, verifying, and recording employee data in the Department of Human Resources. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to: maintaining files regarding certification of employees, collecting and updating information as necessary; accessing, updating, entering information into St. Mary's County Public Schools (SMCPS) database systems, and filing and accessing electronic personnel files and documents; While work may involve general clerical tasks, the management of confidential employee information and ensuring accuracy are the primary functions of this position.

ESSENTIAL FUNCTIONS:

- Support the overall operations of the Department of Human Resources;
- Provides administrative support to the Department of Human Resources;
- Greets visitors and directs them to proper location;
- Performs general clerical work as necessary;
- Maintains confidentiality at all times and represent the system in a positive manner at all times;
- Establishes and maintains effective working relationships with others;
- Use programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Google Docs, Google Sheets, etc.;
- Operates office machines, including related computers, copiers, calculators, and scanners;
- Maintain computer and hard copy files in such a manner that ensures easy access to information;
- Utilizes exemplary communication, interpersonal and organizational skills;
- Interacts with the public, students, parents, and SMCPS staff with diplomacy, poise, a positive attitude, and a spirit of cooperation;
- Responds to inquiries in a professional and timely manner;
- 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:

- Assists with onboarding and processing of new hires to SMCPS;
- Enters and maintain employee records in the eFinance system and DocStar;
- Provide administrative support to the Department of Human Resources, including, establishing new hire electronic files; scanning documents into employees' electronic files; compiling letters and documents, and maintaining confidential employee files;
- Coordinate and manage recording and filing of confidential employee evaluations for all system employees
- Contact employees, when necessary, documentation is missing
- Maintain computer and hard copy files in such a manner that ensures easy access to information;

- Prepare and type reports, letters, inventories, presentations, and maintains files;
- Assist with updating, verifying the accuracy, and distribution of assignment letters to all personnel annually and throughout the school year as new employees are hired and existing employees change positions and/or ranges/steps;
- Assist with verifying employment of past and present employees in a timely fashion;
- Assist with contacting references of applicants; and
- Perform other duties as assigned by the Chief of Staff and Supervisors of Human Resources.

QUALIFICATIONS:

- High School diploma or equivalent required;
- Minimum of two years of experience as a public school system secretary required;
- Passing score on a proficiency exam conducted by SMCPS required (applicants must establish proficiency prior to accepting employment);
- Knowledge of SMCPS personnel, policies, and activities;
- Knowledge of SMCPS Negotiated Agreements for EASMC, EASMC-ESP, and SMASA; and
- Hold or be willing to obtain Maryland Certification Authorized Partner Associate (CAPA) status through MSDE (may require one day of training with the Maryland State Department of Education)

TERM 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 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 06.2022

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

HUMAN RESOURCES ASSISTANT I – SUBSTITUTE AND LEAVE SYSTEM

POSITION: Human Resources Assistant I – Substitute and Leave System

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is highly specialized clerical work in compiling, verifying, and recording employee data in the human resources office. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to; the substitute and leave management system, preparing absence data for payroll processing, employee evaluations, requests for verification of employment, and processing highly confidential employee information. While work may involve general clerical tasks, the management of confidential employee information is the primary function of this position.

ESSENTIAL FUNCTIONS:

- Demonstrate courteous and professional treatment of all students, parents, and employees of SMCPSS;
- Support the overall operations of the Department of Human Resources;
- Manage multiple tasks;
- Process Employment History Review Forms;
- Ability to demonstrate proficient technology skills;
- Exemplary communication, interpersonal and organization skills;
- Ability to interact with the public and SMCPSS staff with diplomacy, poise, a positive attitude and spirit of cooperation; and
- Ability to manage multiple priorities, multi-task, and to work independently.

DUTIES AND RESPONSIBILITIES:

- Use programs required to complete assigned work, i.e., Word, Excel, Power Point, Internet Explorer, eFinance, Absence Management, etc.;
- Maintains computer and hard copy files in such manner that ensures easy access to information;
- Create and maintain databases and personnel files for employees and substitutes;
- Maintain confidentiality of reports, records, correspondence, and communications;
- Prepares and types reports, letters, inventories, presentations, and maintains files;
- Assist with conversion of paper employee files to electronic personnel files;
- Update a database of housing options for new hires;
- Perform general clerical work as necessary;
- Maintain regular contact with administrators and supervisors in area(s) of responsibility to maintain substitute staffing throughout the school system;
- Assist with the coordination of substitute training programs;
- Ensure absences are approved and reconciled in a timely fashion;
- Prepare absence data in advance of payroll processing deadlines;
- Organize, scan, and maintain employee files in the conversion of paper personnel files to electronic personnel files;
- Maintain the substitute and leave management system for SMCPSS while serving as central support for all schools and offices;
- Serve as liaison with the Department of Safety and Security for fingerprinting and background check processing for employees; and

- Perform other duties as assigned by the director and/or supervisor of human resources.

QUALIFICATIONS:

- High School diploma or equivalent;
- Minimum of two (2) years of experience as a public school system secretary;
- Experience working with the substitute management system for SMCPs; and
- Passing score on a proficiency exam conducted by SMCPs required (applicants must establish proficiency prior to accepting employment).

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

07.11.2023