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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

Position Control, Vacancy and Staffing Specialist

### **LOCATION:**

Human Resources Department

**POSITION SUMMARY:** Under the direction of the Director of Human Resources, the Position Control, Vacancy and Staffing Specialist aids in the oversight of position management and accountability for school system positions and vacancy management and reporting.

### **REPORTS TO:**

Director of Human Resources

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. Bachelor's degree in Education, Human Resources, Computer Science, Business, Accounting, or a related area, from an accredited college or university, preferred.
2. Minimum of three (3) years of work experience in human resources, data analysis and accountability, position control/management and staffing, and/or related areas.
3. Previous Pre-K – 12 public school system experience and knowledge of human resources and position management practices.
4. Experience working with integrated Finance/HR/Payroll systems.
5. Experience with cloud-based environments (Office 365 preferred).

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Ability to make decisions based upon experience, good judgement and established departmental policies, procedures and regulations
2. Ability to multi-task, assesses project priority, and make adjustments based on changing requests.
3. Ability to maintain complex records and to prepare reports from such records.
4. Exceptional technology skills.
5. Long-range planning and project management skills.
6. Demonstrated ability working effectively within a team.
7. Demonstrated ability to communicate effectively, both orally and written.
8. Demonstrated excellence in human relations and organizational skills.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Assist with the coordination of all human resources operations related to position management.
2. Maintain position control by ensuring that the number and types of paid positions does not exceed the authorized number and that employees are assigned to the proper positions/locations.
3. Maintain statistical data concerning staffing changes, including new hires, voluntary and involuntary transfers, staff separations and vacancies.
4. Run data verification reports to identify and correct employee data problems.
5. Diagnosis problems and provides technical support/resolution to Human Resources staff.
6. Maintain/update/write scripts for database users.
7. Coordinate and monitor the year-end human resources process to ensure data integrity.
8. Serve as a liaison with the Division of Information Technology to maintain the integrity of position management.
9. Assist with the maintenance of school-based staffing worksheets.
10. Maintain operational internal controls as directed within the Office of Human Resources.
11. Assist with the implementation of staffing operations within the Human Resources Management System.
12. Prepare written materials for the purpose of documenting and/or conveying information.
13. Prepares and submits data for Maryland State Department of Education (MSDE) reports.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Director of Human Resources.

**PHYSICAL DEMANDS:**

Work is performed in a typical office environment and may require minimal lifting.

**UNUSUAL DEMANDS:**

May be required to work flexible hours as necessary.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 30). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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