

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

HUMAN RESOURCES ASSISTANT I EPED/TUITION REIMBURSEMENT

POSITION: Human Resources Assistant I EPED and Tuition Reimbursement

REPORTS TO: Director 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
 - Ability to understand and maintain confidentiality
 - Ability to use technology effectively to complete tasks
 - Ability to report to work daily and on time
 - Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
 - Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
 - Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
 - Ability to work under pressure
 - Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Enters and maintains employee records in the eFinance system and DocStar
- Provides administrative support to the Department of Human Resources, scanning documents into employees' electronic files; compiling letters and documents, and maintaining confidential employee files
- Reviews and records credit information from college/university transcripts and Maryland State Department of Education (MSDE) professional development credit slips in employee files
- Maintains database to assist in the administration of the tuition reimbursement program for all SMCPS employees, as outlined in the various Negotiated Agreements
- Communicates with and maintains records regarding local colleges/universities with whom SMCPS maintains Direct Billing agreements
- Contacts employees, when necessary, documentation is missing
- Performs clerical work as necessary
- Maintains computer and hard copy files in such a manner that ensures easy access to information

- Hires Extra Pay for Extra Duty employees
- Processes Extra Pay for Extra Duty applications, contracts and submits paperwork to the payroll department for payment
- Responds to inquiries in a professional and timely manner
- Greets visitors and directs them to the proper location
- Prepares and type reports, letters, inventories, presentations, and maintains files
- Cross-trains and serves as a backup to other members of the Department of Human Resources to allow for continuity of services
- Assists with verifying employment of past and present employees in a timely fashion
- Assists with contacting references of applicants
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School diploma or GED
- Two (2) years of experience as a public school system secretary
- Passing score on a proficiency exam conducted by SMCPS is required (applicants must establish proficiency prior to accepting employment)
- Knowledge of SMCPS Negotiated Agreements for EASMC, EASMC-ESP, and SMASA
- 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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 7.2024

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

HUMAN RESOURCES ASSISTANT I RECORDS AND NEW HIRE INTAKE

POSITION: Human Resources Assistant I – Records and New Hire Intake

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of SMCPS Negotiated Agreements for EASMC, EASMC-ESP, and SMASA

DUTIES AND RESPONSIBILITIES:

- Assists with onboarding and processing of new hires to SMCPS
- Enters and maintains employee records in the eFinance system and DocStar
- Uses programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Google Docs, Google Sheets
- Performs general clerical work as necessary
- Provides 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
- Contacts employees, when necessary documentation is missing
- Prepares and types reports, letters, inventories, and presentations

- Assists 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
- Greets visitors and directs them to proper location
- Process Employment History Review Forms
- Cross-trains and serves as a back-up to other members of the Department of Human Resources to allow for continuity of service
- Assists with contacting references of applicants
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School diploma or GED
- Two (2) years of experience as a public school system secretary
- Passing score on a proficiency exam conducted by SMCPS (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 the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

HUMAN RESOURCES ASSISTANT I – SUBSTITUTE AND LEAVE

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 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; 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Supports the overall operations of the Department of Human Resources
- Operates office machines, including related computers, copiers, calculators, and scanners
- Maintains computer and hard copy files in such manner that ensures easy access to information
- Uses programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Internet Explorer, eFinance, absence management system, etc.\Processes Employment History Review Forms for substitutes
- Maintains confidentiality of reports, records, correspondence, and communications
- Prepares and types reports, letters, inventories, presentations, and maintains files
- Responds to inquiries in a professional and timely manner

- Performs general clerical work as necessary
- Maintains regular contact with administrators and supervisors in area(s) of responsibility to maintain substitute staffing throughout the school system
- Assists with the coordination of substitute training programs
- Ensures absences are approved and reconciled in a timely fashion
- Prepares absence data in advance of payroll processing deadlines
- Organizes, scans, and maintains employee files in the conversion of paper personnel files to electronic personnel files for substitutes
- Maintains the substitute and leave management system for SMCPs while serving as central support for all schools and offices
- Serves as liaison with the Department of Safety and Security for fingerprinting and background check processing for substitutes; and
- Performs other duties as assigned by the Chief of Staff and Supervisors of Human Resources

QUALIFICATIONS:

Required:

- High School diploma or GED
- Two (2) years of experience as a public school system secretary;
- Experience working with the substitute management system for SMCPs
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)
- Knowledge of Microsoft Office and Google Applications

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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024