

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

HUMAN RESOURCES ASSISTANT II

POSITION: Human Resources Assistant II

REPORTS TO: Director of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is highly specialized clerical work in compiling, verifying, and recording candidate and 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 online application system for both internal and external candidates, scanning and maintaining electronic files, maintaining the Department of Human Resources website, requests for verification of employment, and the handling of highly confidential employee criminal justice information. The incumbent is required to provide high-level tasks reviewing minimum qualifications of candidates in conjunction with the Chief and Supervisors of Human Resources. Maintaining absolute 100% confidentiality is essential to 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
- Ability to project a positive image to the public
- 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, CEASMC, and SMASA

DUTIES AND RESPONSIBILITIES:

- Supports the overall operations of the Department of Human Resources
- Maintains adequate knowledge of human resources practices to assist applicants and employees and expedite correct information
- Answers messages received in the human resources e-mail, communicates appropriately with applicants and employees in person, by telephone, and in writing
- Places and receives telephone calls, records messages, and screens requests for information
- Schedules interviews, types, and composes various types of correspondence, reports, and other documents; files and maintains accurate records
- Proofreads all written materials for accuracy, consistency, and correct English usage
- Monitors approved requisitions for positions

- Advertises employee job openings in a timely manner
- Prepares position announcements and advertisements for the SMCPS website, newspapers and SMCPS staff
- Conducts initial screenings to determine appropriate applicant status within TalentEd system
- Creates and maintains personnel files for all employees
- Assists with the conversion of paper employee files to electronic personnel files
- Oversees all online applications, changing applicant status as appropriate
- Creates applications, custom forms, and email templates
- Reviews application materials to ensure that applicants meet the minimum requirements
- Contacts applicants not meeting the minimum qualifications informing them of the reason their application cannot be considered
- Identifies current benefitted SMCPS employees who are internal applicants for priority consideration
- Notifies applicants of search extended, re-advertised, position filled, etc.
- Communicates with substitute teacher applicants
- Corresponds with applicants regarding employment opportunities
- Provides interview feedback to candidates
- Generates job closing packet for positions
- Provides assistance to administrators on how to conduct an applicant search within the database and create requisitions
- Creates, updates, deletes, or deactivates users in the online application system
- Enters, scans, and uploads information from interview score sheets to applicant's screens
- Posts Transfer Request Form for Certificated employees and provide search instructions to Administrators
- Notifies Certificated employees who are interviewed as a transfer when positions are filled
- Secures rental car, air flights, and hotel accommodations for recruiters with job fair information accommodation information/confirmations; directions to job fair, hotels, etc.
- Generates and distributes information and letters/emails of invitation to applicants for SMCPS Job Fair
- Maintains and proofs the scanning of the Department of Human Resources documents
- Updates website with personnel changes, post vacancies, and current Department of Human Resources information
- Maintains and updates position descriptions on all employees
- Posts EAC (Employee Access Center) changes, to include recording change of address for all employees
- Resets passwords for EAC and online application system users
- Provides employment verification: positions held, dates of employment, and salary
- Maintains sensitive and confidential records and prepares reports from such records
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma (or GED)
- Five (5) years of secretarial or general office experience
- Pass 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 24.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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