

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

HUMAN RESOURCES GENERALIST

POSITION: Human Resources Generalist

REPORTS TO: Chief of Staff

LOCATION: Department of Human Resources

NATURE OF WORK:

This is a skilled professional position with responsibility for the oversight of employee welfare, to include the employee wellness program, employee assistance program, family medical leave, disabilities accommodations, workers compensation, employee attendance, unemployment compensation, and retirement. This position is responsible for ensuring Federal and State legal compliance is adhered to by the school district as it pertains to providing of employee welfare, to include monitoring Federal and State law updates and the potential need for procedural and/or negotiated agreement modifications.

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 analyze, interpret general business periodicals, professional journals, procedures and governmental regulations
- Possess the ability and experience to coordinate several different benefits programs effectively in conjunction with other human resources tasks and assignments
- 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 considerable knowledge of human resource professional management programs and current human resources laws and regulations

DUTIES AND RESPONSIBILITIES:

- Develops, implements, and evaluates practices for the effective administration of a comprehensive school district ADA compliance program
- Ensures school district compliance with all aspects of the Federal Americans with Disabilities Act regulations and monitors said Act for updates

- Reviews the disability accommodation request, engages in interactive process with the employee and access the opportunity for the school district to make an accommodation, and makes a recommendation on the accommodation to be provided;
- Counsels employees and applicants on personnel actions and personnel matters such as voluntary transfers, retirements, leaves of absences, etc.
- Serves as retirement coordinator for the school system, fully communicating the exiting finances of the employee, coordinating aspects of the employee exit with the Department of Fiscal Services
- Collaborates on the organization of the retirement planning workshops
- Meets with employees to complete the Maryland State Retirement Agency (MSRA) membership, beneficiary, and other retirement forms, paperwork, and supporting documents
- Provides support to the Department of Human Resources in the administration of negotiated agreements and compliance with Board policy, Fair Labor Standards Act and Americans with Disabilities Act; Researches a variety of potential options of accommodations for disability, to include a thorough assessment of hardship imposed on the school district;
- Enforces Federal privacy protections for employees and retirees of their personal and individually identifiable health information, in conformance with the Health Insurance Portability and Accountability Act (HIPAA)
- Ensures school district adherence to worker compensation laws and reporting
- Serves as the Trust on behalf of the school district on the Maryland Association of Boards of Education Workman's Compensation Trust
- Serves as the school district's primary point of contact on workers compensation claims, working directly with employees, administrators, MABE, and workers compensation attorneys on cases, in conformity with the State's Workers Compensation Laws
- Prepares reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed
- Serves as subject matter expert in Federal human resource related laws pertaining to employee welfare, such as the Family and Medical Leave Act (FMLA)
- Manages FMLA-qualifying leave requests, advising on appropriate medical certification required, addressing employee inquiries on FMLA in a timely manner, advising employees on the interaction of FMLA with paid time off, and workers' compensation
- Exhibits compassion and patience while educating employees on medical leave absence options
- Maintains FMLA electronic filing, ensuring that proper employee notifications are completed in the required time frames and ensuring confidentiality is strictly maintained
- Prepares reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed
- Guides employees through fit-for-duty requirements with empathy
- Collaborates with the Department of Fiscal Services and the Chief Counsel
- Serves as a liaison between SMCPS' employees and their supervisor on leave concerns, as well as key personnel on complex or escalated leave issues
- Serves as a liaison to staff, teachers, administrators, 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
- Identifies, recommends, and implements standard operating procedures and guidelines for important functions for staff to follow (i.e. benefits under assault leave, benefits under unpaid illness or disability leave, etc.)
- Processes FMLA and Sick Leave Bank and Exchange Requests
- Manages the paperwork and recordkeeping for employees' FMLA and Sick Leave Bank leave
- Oversees the communication of the Sick Leave Bank Committee, guiding decision making of employee leave requests submitted for consideration to the negotiated agreement
- Manages the open enrollment of the Sick Leave Bank and the available leave balances

- Communicates with employees regarding their request for FMLA, and tracks applicable leave
- Confers with payroll throughout the FMLA absence; coordinates employees' return-to-work procedures; ensures employee FMLA absence and payroll deductions are accurate
- Schedules Sign Language interpreter services for employees
- Administrator of Employee Assistance Program
- Monitors employee attendance and coordinates the issuance of concern letters as needed
- Participates in new employee orientation as needed to educate staff members on benefits provided through SMCPS
- Assists with the education of employees on health and life insurance benefits programs
- Assists employees with completing health and life insurance enrollment forms
- Coordinates and leads the worksite wellness committee; works to develop and oversee wellness programs and activities
- Communicates immediately and proactively with the Department of Fiscal Services on employee leave or workers compensation concerns negatively impacting employee compensation
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree
- Five (5) years of experience in benefits, human resources, employment law, or a related field
- Knowledge of Microsoft Word, Excel and Google Applications

Preferred:

- Maryland Notary Public

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 36

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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