

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

**HUMAN RESOURCES STAFFING MANAGER**

**POSITION:** Human Resources Staffing Manager

**REPORTS TO:** Supervisor of Human Resources

**LOCATION:** Department of Human Resources

**NATURE OF WORK:**

This is a skilled professional position with responsibility for recruitment, promotions, transfers, demotions, employment counseling, and terminations for all non-certificated positions within St. Mary's County Public Schools (SMCPS). This position will help to build a climate of student success and improved learning environments for all students by recruiting and retaining highly effective and diverse educational support professionals. The incumbent will work with hiring managers to build their capacity to select candidates who support the mission and vision of SMCPS.

**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
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- Possess knowledge of SMCPS Negotiated Agreements for EASMC, CEASMC, and SMASA

**DUTIES AND RESPONSIBILITIES:**

- Demonstrates a thorough knowledge of the principles, practices, and techniques of public personnel administration including recruitment, interviewing, placement, and counseling;
- Complies with all Federal, State, and Local employment laws including alignment with Negotiated Agreements with employee associations
- Collaborates with administrators to efficiently staff identified vacancies and participates in interview or selection panels as needed
- Supports recruitment efforts by participating in various in-person and virtual career fairs,

recruitment events, and/or community events

- Reviews minimum qualifications for candidates applying for positions with SMCPSP
- Evaluates credits, continuing education units, licenses, and/or credentials to determine appropriate compensation adjustments as defined in negotiated agreements
- Collaborates with other staff within the Department of Human Resources to assist staff members with questions regarding transfers, leave of absence, attendance, etc.
- Serves as a liaison to staff, 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
- Converts application and employment documents to electronic employment records using the document management software
- Maintains accurate records and personnel files
- Plans and participates in various new hire events and/or sessions for staff to learn about negotiated benefits to promote professional development opportunities for educational support professionals
- Partners with student work and/or apprentice programs to coordinate experiences for students within SMCPSP
- Participate in recruitment activities, career day programs, and other events to promote SMCPSP to the workforce
- Participate in new employee orientation as needed to educate staff members on benefits provided through SMCPSP
- Prepares written reports, recommendations, analyses, draft policies and procedures, on a variety of personnel matters
- Maintains timely communication with payroll regarding new hires, separations, resignations, terminations, etc.
- Maintains accurate records of hired positions, vacancies, and other required data
- Processes new hires to SMCPSP and participates in exit interviews with staff
- Assists with grow-your-own programs to encourage educational support professionals to obtain teacher certification as appropriate
- Partners with other departments, agencies, the employee associations, etc., to promote professional development and/or career advancement for educational support professionals
- Prepares reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed
- Coordinates with the Human Resources Generalist in matters related to unemployment compensation
- Reviews employment applications to determine eligibility and evaluate candidacy in accordance with established procedures and applicable laws
- Communicates with other departments to maintain open lines of communication regarding staffing, vacancies, onboarding, and resignations/terminations
- Composes correspondence for areas of responsibility
- coordinates hiring for various educational support professional positions throughout the school system, in conjunction with other human resources tasks and assignments
- Analyzes and interprets general business periodicals, professional journals, procedures, and governmental regulations
- Performs other related and non-related job duties as assigned

## **QUALIFICATIONS:**

Required:

- Bachelor's degree

- Five (5) years' experience in working in public schools
- Knowledge of Microsoft Office and Google Applications

Preferred:

- Maryland Notary Public
- Experience working within SMCPs.

**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

Updated: 07.2024