



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Human Resources Associate
DEPARTMENT	
LOCATION	Department of Human Resources
REPORTS TO	Director and Supervisor of Human Resources
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 17: \$25.65/hr - \$32.71/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Under general supervision, the Human Resources Associate is expected to assist with the administration of the day-to-day operations of the Human Resources Department's functions and duties. The Human Resources Associate will assist with compiling, verifying, and maintaining employee data in the human resources office. Duties and responsibilities can change regularly based on needs.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma, general education development (GED) certificate or equivalency required
2. Business training with secretarial experience preferred
3. Must successfully complete required fingerprint training and receive certification through the Criminal Justice Information System to serve as a fingerprint technician within one (1) year of hire
4. Must obtain clearance through the Social Security Administration to obtain personal identifying person and confidential information for the purposes of employment

SPECIAL REQUIREMENTS

None

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 interact with the public and Calvert County Public Schools' staff with diplomacy, poise, a positive attitude, and spirit of cooperation.
2. Knowledge of modern office procedures and operation of office equipment and machines.
3. Knowledge of basic accounting and reconciliation of financial documents.

4. Ability to prepare office documents, brochures, fliers, programs, and forms.
5. Ability to organize, prioritize and reprioritize work activities and job duties independently, efficiently, and accurately.
6. Skills in the operation of computer software, including Microsoft Office Systems, with the ability to prepare and edit spreadsheets and other documents, and to create mail merge projects.
7. Ability to adapt and to work as a part of a team, as required to work with inter-departmental co-workers, all levels of Calvert County Public Schools' employees, retirees, and the general public.
8. Adeptness at problem-solving, identifying issues, and resolving problems in a timely manner.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Welcomes visitors, in-person or on the phone; answers or refers inquiries related to Calvert County Public Schools Policies and Procedures
2. Interacts with appropriate staff at all levels regarding the job posting, interviewing, and hiring process
3. Maintains confidentiality in all aspects of this position
4. Composes, proofreads, and edits multiple types of documents
5. Prepares documents and completes data entry necessary for payroll processing
6. Demonstrates proficiency with Applicant Tracking software and Office 365
7. Utilizes all human resources information technology and adapts to new technologies quickly
8. Develops extensive understanding of negotiated agreements to appropriately respond to inquiries from current employees and external applicants
9. Assists applicants with the application process and onboarding
10. Reviews applications, professional references, and qualifications for employment eligibility
11. Completes all tasks related to scheduling and managing the interview process
12. Reviews and ranks interview ratings, conducts background screenings, and prepares job offers for potential employees
13. Utilizes negotiated agreements to determine scale and step placement to calculate salaries
14. Schedules and performs the intake process with new hires including, but not limited to, fingerprinting, meeting with new employees to sign contracts, review benefit enrollment paperwork, I-9's, tax forms, salary and leave, and prepare and maintain employee personnel files
15. Reconciles financial reports, bills, etc. for accuracy, payment, and/or audits.
16. Participates in meetings with Payroll, Information Technology, and other Human Resources staff to review new hires, resignations, retirements, payroll processing deadlines, and other pertinent information
17. Plans and prepares for events such as job and recruitment fairs, awards presentations, and informational presentations for employees
18. Maintains and compiles records relative to the grievance process, Public Information Act requests, and other legal proceedings
19. Schedules, administers, and evaluates clerical testing to determine employment eligibility
20. Works well under stress and meets all deadlines
21. Comes to work promptly every day and has the flexibility to work extra hours as needed for special events and to meet seasonal deadlines

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 and supervisor

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

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

UNUSUAL DEMANDS

None

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other

characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocrcas.ed.gov/> or call 1-800-421-3481.