



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

January 26, 2022

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

## HUMAN RESOURCES STAFFING SPECIALIST

To assist in the selection and placement of Harford County Public Schools personnel and in administering personnel policies.

### DUTIES AND RESPONSIBILITIES INCLUDE

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Performs all aspects of the staffing function including posting, evaluation, screening, interviewing, and selection of candidates for employment.
- Accepts and processes new hires and separations.
- Assists in maintaining an accurate record of authorized positions and vacancies.
- Collaborates with building administrators and content area supervisors to efficiently staff identified vacancies.
- Participates on interview/selection panels.
- Assists in the coordination of the voluntary transfer process.
- Coordinates hiring for summer learning programs.
- Hires and manages the onboarding process for acting, temporary, and substitute employees.
- Optimizes departmental onboarding procedures with all departments impacted by new hires.
- Promotes and enhances the employer brand.
- Manages job postings and approval workflows through our applicant tracking system.
- Supervises, assists, and monitors performance of assigned clerical staff.
- Supports the organization and coordination of HCPS recruitment initiatives and represents HCPS at job fairs and recruiting events.
- Presents, interprets, and implements federal, state, county, and educational policies and procedures, including negotiated agreements.
- Reviews credentials to assist in placement of employees after hire, such as transfers and promotions.
- Consults with employees concerning such matters as promotions, transfers, retirement and other personnel issues.
- Serves as a member of the Board of Education's (BOE) collective bargaining team as required.
- Serves as a Maryland State Retirement trained retirement coordinator in initiating and processing employee retirements.
- Maintains current knowledge of all federal, state, and local laws, regulations, and policies related to employment law and hiring practices.
- Performs other work-related duties as assigned.

### SALARY

- Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals salary schedule, Grade D (\$82,244 - \$99,366)

### REQUIREMENTS

- Bachelor's degree from an accredited college or university in a related field.
- Experience in the public school sector, preferred.
- Experience interpreting and implementing federal, state, county, and educational policies and procedures, including negotiated agreements.
- Three years of professional level experience in Human Resources, preferred.
- Proficient in the use of business software applications, including Microsoft Office software programs.
- Able to compile, analyze, and interpret data to align with system goals and initiatives.
- Excellent organizational and interpersonal skills.
- Excellent written and oral communication skills.

<b>HOW TO APPLY</b>	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a> . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
<b>DEADLINE</b>	Online applications will be accepted for this vacancy until <b>Friday, February 4, 2022</b> .

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***