



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

November 14, 2024



















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.

### TALENT MANAGEMENT SPECIALIST Department of Human Resources

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.

## SALARY

- Performs other work-related duties as assigned.
- This is a full-time twelve-month position. Salary range based on Grade D of the FY 2024-2025 AHCATSP Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$92,001– Maximum Earnings Potential \$121,393.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

- 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.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Wednesday, November 20, 2024 will receive immediate consideration.**

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be*

*directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**