

Employee Services Technical Assistant

*This position opens **July 30, 2021** and closes **August 11, 2021**.*

In alignment with our [Strategic Call to Action](#), the Office of Human Resources (OHR) delivers services, programs, and communications to our highly valued current and prospective employees. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Director of Employee Services and Human Capital Programs, the Employee Services Technical Assistant provides technical and data management support to all functional areas of Employee Services in the Office of Human Resources. The Employee Services Technical Assistant will support the technical implementation of multiple human resources processes within Employee Services.

ESSENTIAL POSITION RESPONSIBILITIES

- Compiles, processes, and analyzes data to generate reports for all programs administered by Employee Services. Utilizes Workday to create reports, monitor leave status, and coordinate employee leave extensions and return from leave requests.
- Develops spreadsheets to organize and track confidential employee information. Maintains an accurate database of employees requesting leave and/or on an approved leave program.
- Ensures integrity of Employee Services data by conducting audits and reviews of employee personnel files to ensure required records are present and maintained.
- Receives and coordinates Maternity Leave requests for review and approval by the Leave Specialists.
- Delivers and maintains excellent levels of customer service to employees with inquiries related to programs managed by Employee Services. Corresponds with and communicates status updates to employees once leave information is received, reviewed, and approval status has been determined. Answers questions within the assigned scope and responsibility or refers to others as appropriate.
- Monitors the Leave of Absence, Retirement, and Americans with Disabilities (ADA) email inboxes for new requests and supporting documentation submissions.
- Partners and collaborates with all teams within the Office of Human Resources to assist with special projects, initiatives, and events within assigned scope of work.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Associate's degree in business or a related field.

Experience:

- Five (5) years of progressive professional work experience in human resources or a related field.
- Experience utilizing spreadsheets to organize, manipulate, and analyze data.
- Experience utilizing technology to include web-based productivity and collaboration tools within the Microsoft Office Suite and/or Google Suite.
- Knowledge of human resources and the various types of federal leave provisions including Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA).

PREFERRED QUALIFICATIONS

- Bachelor's degree in business administration, human resources, or a related area.
- Professional in Human Resources (PHR) certification.
- Experience utilizing Workday or a similar Human Capital Management System.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCES-ESP) employee unit on the Central Office Technical Salary Scale, Grade 21. The current salary range for this position is \$43,545 - \$86,526. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certification documents) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Dr. Michael J. Martirano, Superintendent



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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.

Dr. Michael J. Martirano, Superintendent