

## **Human Resources Business Partner, Classification and Compensation**

*This position opens on November 18, 2021 and closes December 6, 2021.*

*The minimum qualifications of the position have been updated as of November 23, 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**

The Human Resources Business Partner (HRBP) is responsible for performing the full scope of a human resources professional with a concentration in classification and compensation. The HRBP works closely with senior OHR leadership to align and facilitate implementation of operational processes and procedures related to classification and compensation. Serving as a change agent, the position formulates partnerships across human resources functions to deliver value-added service to management, employees, and stakeholders that reflect the core values and objectives of the organization. The HRBP establishes and maintains effective communication, engagement, and collaboration with stakeholders throughout the school system.

Under the direction of the Executive Director of Human Resources, the HRBP supports the execution of compensation and classifications strategies, policies, programs, and initiatives. The HRBP administers compensations plans, conducts salary research, classification reviews, desk audits, position description reviews, and leads the HCPSS classification review project.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Develops and maintains HCPSS classification standards by applying appropriate job evaluation methods to determine classifications of new and existing positions within the school system. Establishes and maintains minimum and preferred qualifications of new and existing positions. Gathers information and documents job duties, responsibilities, requirements, and retirement system eligibility consistent with HCPSS policies and procedures.
- Conducts classification reviews, desk audits, participates in salary surveys, comparable studies, and conducts ad-hoc surveys.
- Conducts classification and compensation investigations, research, data analysis and interpretation, and prepares and completes reports, forms, other documents and makes recommendations, including job analysis, job description review, and pay grade classification.
- Communicates with employees regarding compensation, position classification, and administers pay policies and practices for the school system.
- Processes pay changes and ensures payment of all negotiated stipends, differentials, and compensatory stipends.
- Reviews complex compensation issues with employees and assists with interpretation of HCPSS pay programs and policies.
- Confers with administrators, managers, and employees regarding classification and salary inquires and position review requests. Explains and defends classification and grade determinations.

- Serves as project lead on the school system-wide classification project to evaluate all positions according to planned schedules.
- Serves on committees and/or advisory groups related to classification and compensation issues.
- Develops and implements management training plans related to classification and compensation issues, processes and provides trainings as appropriate.
- Researches legal and regulatory issues affecting classification, compensation, and position management. Develops, implements, and ensures compliance with applicable procedures governing the Fair Labor Standards Act (FLSA) and other related initiatives.
- Collaborates with the OHR leadership team to develop policies, programs, and solutions to OHR needs and objectives.
- Collaborates with OHR HRBPs and colleagues to provide operational and project support for current and new OHR initiatives.
- Participates in recruitment events, new employee onboarding processes, and other departmental and/or external meetings. Maintains contact with other classification and compensation staff and officials within the area. Participates as a representative of HCPSS in local area meetings and organizations concerned with classification and compensation administration.

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. Use the application, letter of introduction, and resume to specifically address each qualification.**

**Education and Experience:**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
A high school diploma or equivalent. <b>AND</b>	Eight (8) years of successful human resources experience with at least two years of progressive responsibility in classification and/or compensation.
An Associate degree in business or a related field. <b>AND</b>	Six (6) years of successful human resources experience with at least two years of progressive responsibility in classification and/or compensation.
A Bachelor’s degree or higher in business or a related field. <b>AND</b>	Four (4) years of successful human resources experience with at least two years of progressive responsibility in classification and/or compensation.

Dr. Michael J. Martirano, Superintendent

### **PREFERRED QUALIFICATIONS**

- Master's degree in education, human resources, or a related area.
- Five (5) years of classification and/or compensation experience.
- Society for Human Resources Management (SHRM) certification.
- Experience as a human resources professional in a PreK-12 school system setting.
- Experience utilizing Workday or a similar Human Capital Management System.
- Project management experience and professional experience monitoring, tracking, and analyzing data to inform decision-making.

### **SALARY**

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals unit (HCEA-ESP). The current salary range for this position is on the Central Office Technical Salary Scale, Grade 26, \$90,961 - \$136,172. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

**This position is telework eligible under the HCPSS telework program. Approval for telework is based on the needs of the department and the school system.**

### **APPLICATION REQUIREMENTS**

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **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.

**Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.**

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 required supplemental materials (i.e.: resume, letter of introduction, transcripts, certificates, etc.).

For questions regarding this vacancy, please contact:

Nicole Carter  
Executive Director  
Office of Human Resources  
(410) 313-6691

---

Dr. Michael J. Martirano, Superintendent



Office of Human Resources  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Nicole M. Carter, Executive Director

---

[Nicole\\_Carter@hcpss.org](mailto:Nicole_Carter@hcpss.org)

*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

V04.21.21