

Leave and Retirement Specialist

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

In alignment with our Strategic Call to Action, the HCPSS prioritizes the mental and physical well-being of students, employees, and community members. Recognizing that the support of our staff is critical to the success of our students, the Leave and Retirement Specialist provides administrative and transactional support for the local, state, and federal leave of absence program and coordination of the retirement program.

As a member of the Employee Services team within the Office of Human Resources, this team member must monitor compliance with laws, policies, procedures, master agreements, and memorandums of understanding as they relate to leave of absence and retirement. This team member interfaces with staff members, supervisors, and other departments within HCPSS, and the State of Maryland Retirement System.

ESSENTIAL POSITION RESPONSIBILITIES

Leave of Absence Administration

- Administers leave programs in compliance with applicable federal, state, and local employment laws, policies, procedures, master agreements, and memorandums of understanding (FMLA, ADA, Pregnancy Discrimination Act, HCEA/AFSCME/HCAA/ESP Master Agreements, etc.)
- Manages the life cycle of each leave of absence case within the assigned case load.
- Monitors life cycle events to ensure timely processing of leaves, returns, and extensions.
- Thoroughly and completely documents the life cycle of a case to include dates of action and notes in the Leave Log.
- Notifies the appropriate parties in writing of leave approval, denial, and pending status according to standard operating procedures.

Retirement Administration

- Educates staff on the basics of each retirement program in coordination with the Maryland State Retirement System and the HCPSS Benefits Office.
- Manages the life cycle of each retirement case within the assigned case load
- Thoroughly and completely documents the life cycle of a case to include dates of action and notes in the Retirement Log.
- Follows-up with pre-retirement staff, as necessary, to support the decision-making process.
- Manages deadlines for retirement incentives in accordance with the Master Agreements for each bargaining unit.
- Ensures accurate and timely retirement data entry in the system of record (Workday)
- Notifies the appropriate parties in writing of retirement status according to standard operating procedures.

Other Duties

- Organizes, files, and protects both electronic and paper-based records for reliable and fast retrieval of information.
- Organizes and participates in leave and retirement education sessions.
- Assists with the onboarding process for new employees

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of leave administration, including FMLA.
- Knowledge of employment law as it relates to leave of absence administration.
- Knowledge of the Maryland State Retirement System programs.
- Knowledge of HIPAA and other employee privacy policies and procedures.
- Knowledge of the Master Agreements for each HCPSS bargaining unit related to leaves of absence, return to work, and pay status.
- Knowledge of the HCPSS Policies and Implementation Procedures related to Leave and Retirement.
- Ability to make independent decisions relating to daily operations, consulting with Human Resources leadership on matters that may be an exception to policy or procedures.
- Excellent computer skills including word processing, spreadsheets, databases, and Human Resources Information Systems (HRIS).
- Ability to handle sensitive information in a confidential manner.
- Excellent oral and written communication skills.
- Interpersonal skills necessary to interact professionally and empathetically with employees at all levels of the organization.
- Organizational skills to accurately and efficiently keep records.
- Ability to accurately and efficiently multi-task.

MINIMUM QUALIFICATIONS

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

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or equivalent	Ten (10) years of human resources, benefits, or management experience that includes experience delivering outstanding customer service.
Associate degree in Human Resources, Business Administration, or a related field of study.	Eight (8) years of human resources, benefits, or management experience that includes experience delivering outstanding customer service.

Bachelor's degree in Human Resources, Business Administration, or a related field of study.	Six (6) years of human resources, benefits, or management experience that includes experience delivering outstanding customer service.
Master's degree in Human Resources, Business Administration, or a related field of study.	Four (4) years of human resources, benefits, or management experience that includes experience delivering outstanding customer service.

PREFERRED QUALIFICATIONS

- Maryland State Retirement Coordinator Certification
- SHRM Certified Professional (SHRM-CP)
- Experience in a PreK-12 setting
- Experience with FMLA and HIPAA

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they related to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside of the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25 on the Technical Central Office and School Based salary scale, \$79,880 - \$126,696. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a complete application.

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) required to verify that you meet the minimum qualifications.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.