

Human Resources Business Partner, Classification and Compensation

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.

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

- Develop and maintain 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.
- Conduct classification reviews and desk audits, participate in salary surveys and comparable studies, and conduct ad-hoc surveys.
- Conduct classification and compensation investigations, research, data analysis and interpretation; prepare and complete reports, forms, other documents and make recommendations, including job analysis, job description review, and pay grade classification.
- Communicate with employees regarding compensation and position classification and administer pay policies and practices for the school system.
- Process pay changes and ensure payment of all negotiated stipends, differentials, and compensatory stipends.
- Review complex compensation issues with employees and assist with interpretation of HCPSS pay programs and policies.
- Confer with administrators, managers, and employees regarding classification and salary inquires and position review requests. Explain and defend classification and grade determinations.

Dr. Michael J. Martirano, Superintendent

- Serve as project lead on the school system-wide classification project to evaluate all positions according to planned schedules.
- Serve on committees and/or advisory groups related to classification and compensation issues.
- Develop and implement management training plans related to classification and compensation issues and processes and provide trainings as appropriate.
- Research legal and regulatory issues affecting classification, compensation, and position management. Develop, implement, and ensure compliance with applicable procedures governing the Fair Labor Standards Act (FLSA) and other related initiatives.
- Collaborate with the OHR leadership team to develop policies, programs, and solutions to OHR needs and objectives.
- Collaborate with OHR HRBPs and colleagues to provide operational and project support for current and new OHR initiatives.
- Participate in recruitment events, new employee onboarding processes, and other departmental and/or external meetings. Maintain contact with other classification and compensation staff and officials within the area. Participate 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.

Education and Experience:

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

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 relate 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 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 Educators Association, Educational Support Professionals unit (HCEA-ESP). The current salary range for this position is Grade 26 on the 12 Month Technical Central Office and School Based salary scale, \$93,690 - \$141,180. 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.

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.

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 completed 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.

For questions regarding this vacancy, please contact:

Nicole Carter
Executive Director
Office of Human Resources
(410) 313-6691
Nicole_Carter@hcpss.org

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.