

Position Control and Staffing Analyst

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

Under the direction of the Coordinator of Position Control, Staffing, and Employee Credentialing, the Position Control and Staffing Analyst assists in the oversight of position management and budget alignment and is accountable for school system positions, vacancy management, and reporting.

ESSENTIAL POSITION RESPONSIBILITIES

- Collaboratively work with the Howard County Public School System (HCPSS) departments and personnel to assist with the coordination of all human resources operations related to position management and staffing.
- Establish all positions within the Human Resources Management System (HRMS); monitor, reconcile, and report on staffing levels by program, ensuring compliance with budget.
- Maintain position control by ensuring that the number and type of paid positions does not exceed the number of authorized positions and that employees are assigned to the proper positions/locations.
- Serve as a liaison with the Division of Administration to maintain the integrity of position management.
- Coordinate and monitor the year-end human resources processes to ensure data integrity.
- Maintain data concerning staffing changes, including new hires, voluntary and involuntary transfers, staff separation, and vacancies.
- Analyze and interpret data to inform the Workday business processes; collaborate with other HCPSS departments to resolve business process issues.
- Maintain operational internal controls and recommend changes to procedures or policies to improve data quality.
- Assist with the maintenance of school-based staffing worksheets.
- Implement the HCPSS Master Agreements as they relate to position management and human resources operations.
- Support the involuntary transfer process for staff.
- Participate in staff training for HRMS operations and related position management activities.
- Prepare written materials for the purpose of documenting and/or conveying information.

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 qualifications listed below to be considered for the vacancy.

Education:

- Bachelor's Degree from an accredited college or university in education, human resources, business, accounting, budget, finance, or a related area.

Experience:

- Five (5) years of work experience in human resources, data analysis and accountability, position control/management and staffing, budget, finance, and/or related areas.
- Project management experience with planning, organizing, and leading the implementation of strategic initiatives.
- Experience compiling and interpreting statistical data to inform business activities and decisions.

PREFERRED QUALIFICATIONS

- Master's degree in education, human resources, or a related area.
- Three years of leadership experience in data analysis and budget preparation.
- One year experience working with integrated Finance/HR/Payroll systems such as Workday or similar enterprise-wide systems.
- One year experience developing and implementing informational workshops and training.
- Experience in a PreK-12 public school in human resources and/or position management.

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) 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 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.

Applicants evaluated as Best or Better Qualified based on the preferred qualifications will be required to complete a Microsoft Excel performance assessment. Invitation to interview will be contingent upon successful completion of this assessment.

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). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, \$93,690 - \$141,180. 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.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and 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 experience 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 documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@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.