

## **Payroll 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**

Under the direction of the Manager of Payroll, the Payroll Specialist will process payroll and leave transactions, including specialized data files, in Workday and have a strong understanding of each of these functions with the ability to troubleshoot as necessary. This position calculates leave payoffs including 403b deductions, overused leave upon termination or retirement and can determine billing status. The Payroll Specialist participates in testing related to changes in procedures and processes, as well as implementation of systems. The Specialist explains payroll policy and procedures, provides guidance to current employees and retirees, and provides support to members of the payroll team and the payroll supervisor.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Analyze and understand employee position and compensation changes resulting in accurate data entry and review of results.
- Enter leave transactions or serve as backup for assigned groups of employees in accordance with applicable negotiated agreement and HCPSS policies. Enter leave as designated to employees on all leave types. Consult with the Offices of Human Resources regarding updates on employees' leave status.
- Create and load specific files for specific data including post load validation
- Serve as backup or processes sick leave bank awards to eligible employees, monitors usage, balances, and reconciles sick leave bank donations.
- Reconcile time off events in the system of record and absences in the absence management system to ensure leaves are entered and are accurately used.
- Reconcile and audit payroll input for accuracy prior to payroll processing deadlines.
- Process leave payoffs to include 403b deductions.
- Process child supports and other garnishments.
- Provide customer service to all HCPSS employees and external stakeholders via written and oral communications. Respond to high volume of payroll inquiries regarding pay and leave questions and concerns.
- Run bi-weekly, monthly, quarterly, and annual reports.
- Process annual sick bank leave donation.
- Serve as backup to the biweekly payroll completion and post processes.
- Participate on projects and tasks.
- Assist the payroll manager in monitoring and supporting the completion of payroll as well as facilitating payroll training.
- Perform related duties consistent with the scope and intent of the position.

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.

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Dr. Michael J. Martirano, Superintendent

**MINIMUM QUALIFICATIONS**

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

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	<ul style="list-style-type: none"> <li>• Eight (8) years of experience in payroll, budget, accounting, or human resources as it relates to processing of payroll in a government or public sector environment.</li> <li>• Proficiency in using Microsoft Office Suite               <ul style="list-style-type: none"> <li>○ Experience in Excel, including advanced features (VLOOKUP and Pivot Tables)</li> </ul> </li> </ul>
Associate degree with successful coursework in budget, accounting, or human resources.	<ul style="list-style-type: none"> <li>• Six (6) years of experience in payroll, budget, accounting, or human resources as it relates to processing of payroll in a government or public sector environment.</li> <li>• Proficiency in using Microsoft Office Suite               <ul style="list-style-type: none"> <li>○ Experience in Excel, including advanced features (VLOOKUP and Pivot Tables)</li> </ul> </li> </ul>
Bachelor’s degree in accounting or human resources.	<ul style="list-style-type: none"> <li>• Four (4) years of experience in payroll, budget, accounting, or human resources as it relates to processing of payroll in a government or public sector environment.</li> <li>• Proficiency in using Microsoft Office Suite               <ul style="list-style-type: none"> <li>○ Experience in Excel, including advanced features (VLOOKUP and Pivot Tables)</li> </ul> </li> </ul>

**A combination of education and experience will be considered.**

**PREFERRED QUALIFICATIONS**

- Three (3) years of payroll experience in a PreK-12 school setting.
- Experience utilizing Workday or a similar payroll system.
- Certified Payroll Professional Certification (CPPC) or Fundamental Payroll Certification (FPC).

**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.

Dr. Michael J. Martirano, Superintendent

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) unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Salary will be determined by actual relevant experience 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 names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, 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](mailto: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.