

## Recruitment 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 Executive Director of Human Resources and the Coordinator of Human Capital Recruitment, Retention and Talent Acquisition, the Recruitment Specialist is responsible for implementing the full recruitment lifecycle to develop qualified school administrator candidate pools and fill vacancies across multiple divisions of the school system's central offices.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Develop and implement recruitment strategies to support the HCPSS *Strategic Call to Action* and staff diversity initiatives.
- Research, analyze, and evaluate existing recruitment goals and strategies and current recruitment and sourcing trends to develop innovative solutions to attract high-quality candidates.
- Compile and interpret statistical data to understand and improve the efficacy of the recruitment process and procedures.
- Assist in the development of class specifications, position descriptions, supplemental questions, and position postings.
- Utilize technology including, but not limited to, Frontline Recruiting and Hiring (ATS), Workday Human Capital Management, Microsoft Office Suite, Google Workspace, and other web-based programs to support an efficient and effective recruitment and hiring process.
- Prescreen and recommend qualified candidates to hiring managers.
- Collaborate with the HRBP for Recruitment to develop and implement training for hiring managers to ensure recruitment and interviewing activities are conducted in accordance with school system procedures. Establish collaborative relationships based on understanding the needs of hiring managers and divisions.
- Create and maintain an interview question database specific to position, location (school-based/non-school based) and bargaining unit.
- Participate in onsite and virtual recruitment and interviewing events in Maryland and throughout the United States.
- Assist with the development of the salary offer and manage all candidate correspondence, including the employment offer, rejection letters and non-clearance letters.
- Conduct pre-employment background checks including, but not limited to, employment verifications, reference checks, and criminal background checks. Tactfully communicate with applicants concerning HCPSS decisions not to clear or hire the candidate.
- Communicate with potential candidates and new employees regarding the terms of their employment based on applicable negotiated agreement provisions. Assist all new hires with navigating and completing the onboarding process (certification, salary, benefits, etc.).

- Work collaboratively with the Employee Credentialing team to ensure that required documentation is received and submitted to the Maryland State Department of Education.
- Support the events and initiatives for the Division of Human Resources and Leadership Development including recruitment events, facilitating interview panels, and developing standard operating procedures documentation.
- Support the implementation of classification work such as job analysis, job description review, pay grade classification, desk audits, and salary surveys.
- Collaborate and partner with the HRBPs for Recruitment and Classification and Compensation to build and track qualitative and quantitative data and various project implementation procedures, processes, and protocols.
- Serve on committees and/or advisory groups.

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:**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	Eight (8) years of professional recruitment experience.
Associate degree in business, education, human resources, or a closely related field.	Six (6) years of professional recruitment experience.
Bachelor's degree in business, education, human resources, or a closely related field.	Four (4) years of professional recruitment experience.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college/university in business, education, human resources, or a closely related field.
- Certification as a PHR/SPHR or SHRM-CP/SCP.
- Three (3) years of recruiting and interviewing experience in a PreK-12 school setting.
- At least one (1) year of experience developing job descriptions, job announcements, and supplemental questions in consultation with hiring managers.
- Experience utilizing Workday or a similar Human Capital Management System.
- Project management experience and professional experience monitoring, tracking, and analyzing data to support informed 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 upon your education, training, and experience as they relate to the requirements and preferred qualification 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 Education Association's Educational Support Professionals 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 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:

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.