

Human Resources Technical Assistant for Temporary Services

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 Recruitment and Hiring, the Human Resources Technical Assistant will support all aspects of recruiting and hiring temporary staff. This support includes but is not limited to the hiring and processing of new temporary employees and services for existing employees.

ESSENTIAL POSITION RESPONSIBILITIES

- Reviews and screens applications for temporary employment for minimum qualifications in our Applicant Tracking System (ATS).
- Processes and hires new temporary employees in Workday Human Capital Management.
- Provides support and training to users of Frontline, our teacher Absence Management System, to include assigning new users, creating assignments, and troubleshooting issues.
- Conducts new hire orientation for temporary employees.
- Conducts employee background checks that include, but are not limited to employment verifications, reference checks, and criminal background checks.
- Records, tracks, and manages all records pertaining to temporary employees, including new hires and existing employees.
- Utilizes Workday to run biweekly payroll reports for temporary employees and processes pay adjustments.
- Provides customer service and technical support to school administrators, temporary employees and other HCPSS internal and external stakeholders.
- Provides support for data reporting and analysis, including the Human Resources Annual Report, state and federal reports, and applicable Board of Education reports.
- Interprets administrative decisions and policies within the assigned scope of duties and responsibilities.
- Assists with logistical and material resources for team meetings, workshops, job fairs, and conferences.
- Assists the office with special projects.

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

A combination of education and experience may be considered.

Education:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent.	<p>Five (5) years of experience in Human Resources, Business, Accounting, Finance, Education, or a closely related field which includes at least:</p> <ul style="list-style-type: none">• One (1) year of experience performing human resources functions such as application review, conducting new hire orientation and training, records management, data tracking, and handling confidential information.• One (1) year of experience providing customer service to a variety of stakeholders.• One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).
An Associate degree or higher	<p>Three (3) years of experience in Human Resources, Business, Accounting, Finance, Education, or a closely related field which includes at least:</p> <ul style="list-style-type: none">• One (1) year of experience performing human resources functions such as application review, conducting new hire orientation and training, records management, data tracking, and handling confidential information.• One (1) year of experience providing customer service to a variety of stakeholders.• One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).

PREFERRED QUALIFICATIONS

- One year of experience utilizing applicant tracking software to support recruitment processes.
- One year of experience using Workday or a similar Human Capital Management System (HCMS).
- Knowledge and understanding of human resources practices, procedures, and documentation in a public PreK-12 school system.

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).

A skills assessment may be administered to evaluate proficiency utilizing spreadsheets and web-based productivity and collaboration tools.

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 22 on the Technical Central Office and School Based salary scale, \$51,477 - \$98,627. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA 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 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

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. First consideration will be given to applications received by February 10, 2024. 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.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Office of Human Resources
recruitmentinquiries@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.