

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT NON-CERTIFICATED
POSITION DESCRIPTION

HUMAN RESOURCES GENERALIST

POSITION: Human Resources Generalist

REPORTS TO: Chief of Staff

LOCATION: Department of Human Resources

NATURE OF WORK:

This is a skilled professional position with responsibility for the oversight of employee welfare, to include the employee wellness program, employee assistance program, family medical leave, disabilities accommodations, workers compensation, employee attendance, unemployment compensation, and retirement. This position is responsible for ensuring Federal and State legal compliance is adhered to by the school district as it pertains to providing of employee welfare, to include monitoring Federal and State law updates and potential need for procedural and/or negotiated agreement modifications.

ESSENTIAL FUNCTIONS:

- Ensures school district compliance with all aspects of the Federal Americans with Disabilities Act regulations and monitor said Act for updates;
- Serves as subject matter expert in Federal human resource related laws pertaining to employee welfare, such as the Family and Medical Leave Act (FMLA);
- Ensures school district adherence to worker compensation laws and reporting;
- Coordinates the decision making of the Sick Leave Bank Committee;
- Meets with employees to complete the Maryland State Retirement Agency (MSRA) membership, beneficiary, and other retirement forms, paperwork, and supporting documents;
- Counsels employees and applicants on personnel actions and personnel matters such as voluntary transfers, retirements, leaves of absences, etc.;
- Collaborates on the organization of the retirement planning workshops;
- Assist with the education of employees on health and life insurance benefits programs;
- Assists employees with completing health and life insurance enrollment forms;
- Participates in new employee orientation as needed to educate staff members on benefits provided through SMCPSS;
- Prepares reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed;
- Processes FMLA and Sick Leave Bank and Exchange Requests;
- Determine and prepare items for Board approval; Provides support to the Department of Human Resources in the administration of negotiated agreements and compliance with Board policy, Fair Labor Standards Act and Americans with Disabilities Act;
- Serves as a liaison to staff, teachers, administrators, committees and/or organizations on behalf of the Department of Human Resources for the purpose of conveying and/or gathering information required for district operations and to resolve concerns;
- Serves as a retirement coordinator for the school system;
- Composes correspondence for areas of responsibility;
- Administration of Employee Assistance Program;
- Maintains confidential information and data on behalf the Board in negotiations with employee

associations; and

- Performs other duties or special projects as directed.

DUTIES AND RESPONSIBILITIES:

- Develop, implement, and evaluate practices for the effective administration of a comprehensive school district ADA compliance program;
- Reviews the disability accommodation request, engage in interactive process with the employee and access the opportunity for the school district to make an accommodation, and make a recommendation on the accommodation to be provided;
- Research a variety of potential options of accommodations for disability, to include a thorough assess of hardship imposed on the school district;
- Enforce Federal privacy protections for employees and retirees of their personal and individually identifiable health information, in conformance with the Health Insurance Portability and Accountability Act (HIPAA);
- Serves as the Trust on behalf of the school district on the Maryland Association of Boards of Education Workman's Compensation Trust;
- Serve as the school district's primary point of contact on workers compensation claims, working directly with employees, administrators, MABE, and workers compensation attorney's on cases, in conformity with the State's Workers Compensation Laws;
- Exhibit compassion and patience while educating employees on medical leave absences options;
- Manage FMLA-qualifying leave requests, advising on appropriate medical certification required, addressing employee inquiries on FMLA in a timely manner, advising employees on the interaction of FMLA with paid time off, and workers' compensation;
- Maintains FMLA electronic filing, ensuring that proper employee notifications are completed in the required time frames and ensuring confidentiality is strictly maintained;
- Guide employees through fit-for-duty requirements with empathy;
- Frequent collaboration with the Department of Fiscal Services and the Chief Counsel;
- Serves as a liaison between SMCPS' employees and their supervisor on leave concerns, as well as key personnel on complex or escalated leave issues;
- Identifies, recommends, and implements standard operating procedures and guidelines for important functions for staff to follow (i.e. benefits under assault leave, benefits under unpaid illness or disability leave, etc.);
- Manages the paperwork and recordkeeping for employees' FMLA and Sick Leave Bank leave;
- Oversees the communication of the Sick Leave Bank Committee, guiding decision making of employee leave requests submitted for consideration to the negotiated agreement;
- Manage the open enrollment of the Sick Leave Bank and the available leave balances;
- Communicates with employees regarding their request for FMLA, tracks applicable leave;
- Confers with payroll throughout the FMLA absence; coordinate employees' return-to-work procedures; ensure employee FMLA absence and payroll deductions are accurate;
- Schedule Sign Language interpreter services for employees;
- Monitor employee attendance and coordinate the issuance of concern letters as needed;
- Coordinates and leads the worksite wellness committee; works to develop and oversee wellness programs and activities;
- Serves as a retirement coordinator for the school system, fully communicating the exiting finances of the employee, coordinating aspects of the employees exit with the Department of Fiscal Services;
- Immediate and proactive communication with the Department of Fiscal Services on employee leave or workers compensation concerns negatively impacting employee compensation; and
- Performs other duties or special projects as directed.

QUALIFICATIONS:

- Bachelor's degree required.
- Maryland Notary Public preferred.
- Five (5) years' experience in benefits, human resources, employment law, or related field.
- Knowledge of MS Word, and Excel.
- Ability to analyze, interpret general business periodicals, professional journals, procedures and governmental regulations.
- Possess ability and experience to coordinate several different benefits programs effectively in conjunction with other human resources tasks and assignments.
- Considerable knowledge of human resource professional management programs and current human resources laws and regulations.
- Professional oral and written interpersonal communication.

TERM OF EMPLOYMENT: Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 35.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP