

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

HUMAN RESOURCES ASSISTANT II

POSITION: Human Resources Assistant II

REPORTS TO: Director of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

This is highly specialized clerical work in compiling, verifying, and recording candidate and employee data in the Department of Human Resources. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to; the online application system for both internal and external candidates, scanning and maintaining electronic files, maintaining the Department of Human Resources website, requests for verification of employment, and the handling of highly confidential employee criminal justice information. The incumbent is required to provide high-level tasks reviewing minimum qualifications of candidates in conjunction with the Supervisor or Director. Maintaining absolute 100% confidentiality is essential to this position.

ESSENTIAL FUNCTIONS:

- Maintains adequate knowledge of human resources practices in order to assist applicants and employees and expedite correct information;
- Answers messages received in the human resources e-mail, communicates appropriately with applicants and employees in person, by telephone, in writing, places and receives telephone calls, records messages, and screens requests for information; schedules interviews, types, composes various types of correspondence, reports, and other documents; files and maintains accurate records;
- Conducts initial screenings to determine appropriate applicant status within TalentEd system;
- Completes verification of employment for past and present employees;
- Creates and maintains personnel files for all employees; and
- Assists with conversion of paper employee files to electronic personnel files.

DUTIES AND RESPONSIBILITIES:

- Monitor approved requisitions for positions, releasing jobs in a timely manner;
- Advertise employee job openings;
- Prepares position announcements and advertisements for the SMCPs website, newspapers and SMCPs staff;
- Oversee all online applications, changing applicant status as appropriate;
- Create applications, custom forms and email templates;
- Review application materials to ensure that applicants meet the minimum requirements;
- Contact applicants not meeting the minimum qualifications informing them of the reason their application cannot be considered;
- Identify current benefitted SMCPs employees who are internal applicants for priority consideration;
- Notify applicants of search extended, re-advertised, position filled, etc.,
- Communication to substitute teacher applicants;
- Correspond with applicants in regard to inquiry concerning employment opportunity;
- Provide interview feedback to candidates;

- Generate job closing packet for positions;
- Provide assistance to administrators on how to conduct an applicant search within the database and create requisitions;
- Create, update, delete or deactivate users in the online application system;
- Enter, scan, and upload information from interview score sheets to applicant's screens;
- Post Transfer Request Form for Certificated employees and provide search instructions to Administrators;
- Notify Certificated employees who are interviewed as a transfer when positions are filled;
- Assist with scheduling interviews for A&S vacancies as needed which may include: Secure interview panels for A&S interviews; notify interview team members of interview date(s); schedule candidates; prepare interview materials;
- Finalize recruitment itinerary for recruiters with job fair information; accommodation information/confirmations; directions to job fair, hotels, etc.;
- Secure rental car, air flights, and hotel accommodations for recruiters;
- Generate and distribute information and letters/emails of invitation to applicants for SMCPs Job Fair;
- Maintain and proof the scanning of the Department of Human Resources documents;
- Update website with personnel changes, post vacancies, and current Department of Human Resources information;
- Answer telephone, takes messages, screens and routes calls and e-mail inquiries of applicants, employees and administrators regarding personnel transactions; explain status of actions and procedures; calls to obtain information;
- Maintain and update position descriptions on all employees;
- Post EAC (Employee Access Center) changes, to include recording change of address for all employees;
- Reset passwords for EAC and online application system users;
- Provide employment verification: positions held, dates of employment and salary;
- Support the overall operations of the Department of Human Resources;
- Ability to proofread all written materials for accuracy, consistency, and correct English usage;
- Ability to work independently without supervision;
- Ability to follow written and oral directions;
- Ability to exhibit a high level of confidentiality;
- Ability to communicate effectively, both orally and in writing;
- Ability to gather and analyze information skillfully;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to identify and resolve problems in a timely manner;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Ability to maintain effective working relationships with office staff, other school employees, and officials, and the general public;
- Ability to plan, organize, prioritize, coordinate, and supervise the work of others;
- Ability to project a positive image to the public; and
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Five years of secretarial or general office experience;
- Pass a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Excellent organizational skills;
- Thorough working knowledge of current technology, including office equipment and software;
- Knowledge of school system reports, policies, and procedures; and
- Knowledge of SMCPs Negotiated Agreements for EASMC, CEASMC, and SMASA.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP