



AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE POST**

## **Harford County Public Schools**

Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone 410-588-5226

[www.hcps.org](http://www.hcps.org)

### **MANAGER OF RECRUITMENT AND STAFFING**

**Anticipated Start Date December 1, 2009**

The Manager of Recruitment and Staffing will oversee and administer all aspects of the hiring process for all Harford County Public Schools (HCPS) personnel.

#### **DUTIES AND RESPONSIBILITIES INCLUDE:**

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Oversees all aspects of the hiring function including recruitment, evaluation, screening, interviewing, and selection of candidates for employment
- Develops and implements a comprehensive candidate support program
- Develops and implements a comprehensive marketing program in support of HCPS recruitment efforts
- Develops annual Action Plan for Recruitment and Staffing Department to align with the Human Resources Department Action Plan and Board of Education Strategic Plan
- Monitors hiring practices to ensure compliance with federal, state and local employment laws and the HCPS Affirmative Action Plan
- Using support data, develops plan to target new markets to increase HCPS recruiting presence
- Presents, interprets and implements state and county policies and procedures, including negotiated agreements
- Maintains an accurate accounting of the assignments for all personnel
- Implements the voluntary and administrative transfer programs
- Participates on the interview and selection committees for promotional positions
- Develops annual budget to support the Recruitment and Staffing Department Action Plan
- Maintains current knowledge of all federal, state, and local laws, regulations, and policies related to employment law and hiring practices
- Oversees the coordination with building administrators, department heads and content area supervisors to efficiently staff all non-administrative personnel vacancies
- Oversees the process of coordinating retirements for HCPS employees and serves as retirement coordinator
- Participates in state and national organizations related to appropriate Human Resources functions
- Provides employees with opportunities to have conferences concerning such matters as promotions, transfers, retirement and other personnel issues
- Performs other related duties as assigned

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**SALARY:** This is a twelve-month administrative position with fifteen days paid vacation. Beginning salary based on 2009-10 AHCATSP Salary Scale, Position Group R is \$100,856.

- REQUIREMENTS:**
- Master's degree in a related field from an accredited college or university
  - Five years of successful supervisory experience in hiring, staffing, recruiting, human resources, marketing or other related field
  - Ability to analyze and interpret data to align with system goals and initiatives
  - Proficiency with business software applications including Microsoft Office Suite and HRIS systems
  - Exemplary communication skills
  - Excellent interpersonal skills

**APPLICATION:** Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, [www.hcps.org](http://www.hcps.org), any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, MD 21014. A resume will not be accepted in lieu of an application.

**DEADLINE:** Applications will be accepted until the position has been successfully filled.

October 21, 2009

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***