



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

NOVEMBER 28, 2023

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

HUMAN RESOURCES SPECIALIST – INFORMATION SYSTEMS

Position Effective February 1, 2024

POSITION SUMMARY:

To process and coordinate personnel actions and transactions in the Human Capital Management software suite and to provide analysis and reports of the information and data. To ensure consistency and integrity of Human Resources Information Systems data.

DUTIES AND RESPONSIBILITIES INCLUDE

- Processes employee personnel actions and software transactions in the Human Resources business software suite that include, but are not limited to, job applications, new hire actions, year-end actions, and mass action employee updates.
- Provides software administration and technical support for the substitute management system.
- Monitors data, existing personnel actions, and software transactions for accuracy, applicability, and efficiency.
- Provides software support as necessary to accommodate business needs.
- Provides software-related technical training and documentation as needed.
- Disseminates technical information and documentation to appropriate staff as needed.
- Trains, assists, and oversees appropriate staff in Human Resources software systems.
- Assists the Coordinator of Human Resources Information Systems with various projects as needed.
- Provides technical support, assistance, and data analysis when required.
- Provides software administration, technical support, and assistance for the Human Resources online employment application.
- Serves as a liaison to other HCPS business offices and school offices to ensure synchronization between Human Resources software and those offices.
- Maintains updated knowledge of Human Resources business software suite. Uses acquired skills to translate knowledge into revisions of Human Resources software transactions, actions, and procedures.
- Assists with various data requests.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2023-2024 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.
Grade D - Salary Range: \$88,001 - \$116,116

REQUIREMENTS

- Bachelor's degree from an accredited college or university.
- Three years of experience in Human Resources, Information Systems, or related areas.
- Experience working with integrated Human Capital Management or business software systems.
- Experience providing technical software support and customer service to a variety of stakeholders with various technical skills and knowledge.
- Proficiency utilizing Microsoft Office Software Suite, particularly with MS Access and MS Excel.
- Demonstrated proficiency in database design, implementation, and management.
- Excellent analytical and problem-solving skills.
- Excellent organizational and interpersonal skills.
- Excellent oral and written communication skills.
- Oracle, Lawson Infor, Applicant Tracking, and/or Substitute Management system experience is preferred.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Tuesday, December 5, 2023 will receive immediate consideration.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students**, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving **all other members of the school community**, refer to: Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

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