



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## OFFICE OF HUMAN RESOURCES EMPLOYEE RELATIONS

February 19, 2019

**POSITION TITLE:** Human Resources Administrator II (Chief of Employee Relations)

**POSITION NUMBER:** 039593 (JobAps # 19-006919-0001)

**SALARY:** State Salary Grade 19  
Annual Salary Range: \$54,257 - \$79,753 progressing to \$87,110\*  
\*State Salary Guidelines apply for current State employees.

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This position reports to the Director for the Office of Human Resources (OHR) in support of the overall mission of the agency and the implementation of effective human resources services and strategies. This is a professional position serving as the Chief of the Employee Relations Section responsible for providing effective human resources strategies and services in a fair and equitable manner; supervising assigned staff and managing activities associated with resolving employee and labor relations issues and providing quality employment services related to personnel transactions and timekeeping, leave management, FMLA, and administering health, retirement benefits and the performance management program.

**DUTIES AND RESPONSIBILITIES:** Manages employee relations staff; advises senior management, supervisors, and employees regarding the maintenance of positive working relationships; recommends actions to avoid conflict in the work-place and facilitates conflict resolution; manages the grievance and disciplinary appeal procedure and the Department's representation at proceedings; provides technical advice in the resolution of employee relations concerns; assists with labor relations activities including interpretation of MOUs, complaint resolution and participation at Labor Management Committee meetings; recommends changes to existing personnel-related processes, policies and procedures to increase efficiency and better accomplish program goals and objectives; administers and oversees employee leave, timekeeping, benefits, and other employee service programs; develops and conducts related employee relations training and staff development programs.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Bachelor's Degree from an accredited college or university. A Master's degree or coursework in Human Resources, Business/Public Administration, or a related area, and/or PHR or SPHR certification is desirable

**EXPERIENCE:** Four years of professional human resources experience that includes employee relations, policy formulation, employee recruitment and selection, job design/position classification, or other human resources related area. Experience supervising staff and experience working in a public sector human resources environment, preferably within a Maryland State agency, is highly desirable.

**Notes:**

1. Thirty graduate credits from a college or university in the fields of human resources, business administration, or public administration may substitute for up to two years of the required experienced.
2. Paraprofessional and professional human resource management experience may be substituted on a year for year basis for up to four years of the required education.

**ESSENTIAL  
REQUIREMENTS:**

Knowledge of the provisions of the State Personnel and Pensions Article, Code of Maryland Regulations – Title 17; the Fair Labor Standards act; the Family Medical Leave Act; the Americans with Disabilities Amendments Act; Equal employment laws and related State HR policies, rules and regulations; theories, principles, and practices associated with public HR/human resource management and principals of supervision; knowledge of word processing, spreadsheet, and database software; skill in resolving complex human resources issues by applying various methodologies and deciding among several solutions; skill in communicating clearly and effectively; skill in maintaining harmonious and effective working relationships with supervisors, coworkers, officials, and the general public; ability to learn program content areas; ability to design and conduct related employee relations orientation and training programs.

**PROCEDURE FOR  
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.com) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Human Resources Administrator II (Chief of Employee Relations) 039593 (JobAps # 19-006919-0001)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 - This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration, applications should be received by **March 6, 2019** - Open Until Filled.