



# 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 THE STATE SUPERINTENDENT OF SCHOOLS

October 19, 2018

OFFICE OF HUMAN RESOURCES

**POSITION TITLE:** Human Resources Officer I-II - Employee Relations Officer

**POSITION NUMBER:** 067234 (18-006916-0001)

**SALARY:** State Salary Grade 15-16  
Annual Salary Range: \$41,358 - \$63,880

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

**NATURE OF WORK:** This is a professional position within the Office of Human Resources responsible for conducting activities associated with resolving employment issues, administering health and retirement benefits, designing and delivering training programs, overseeing the performance appraisal process & providing other employee services.

**DUTIES AND RESPONSIBILITIES:** Provides assistance and advises senior management, supervisors, and employees regarding the maintenance of positive working relationships; recommends action to avoid conflict in the work-place and facilitates conflict resolution; participates in the grievance and appeal procedure and serves as the Department's representative at proceedings; provides technical advice in the resolution of employee relations concerns; advises staff on issues regarding employee leave, timekeeping, benefits, and other employee service programs; develops and conducts training and staff development programs.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Bachelor's Degree from an accredited college or university with course work in Human Resources, Business/Public Administration, or a related area. PHR/SPHR and/or SHRM-CP/SCP certification is desirable.

**EXPERIENCE:** One year of professional human resources experience in employee relations, training, conflict resolution, mediation or similar Human Resources experience is required. Experience working with automated Human resources information Systems (HRIS) is desirable.

**NOTES:** Additional experience in employee relations and/or benefits administration may be substituted for the required Bachelor's Degree at a rate of one year of experience for one year of education.

**ESSENTIAL REQUIREMENTS:** Knowledge of the theories, principles, and practices associated with human resource management; knowledge of mediation, conflict resolution, and negotiation techniques; knowledge of employment and labor laws; knowledge of Microsoft Office, database software and Maryland's Online Human Resources Information System (SPS - Workday); skill in resolving 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 orientation and training programs.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [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 Officer I-II - Employee Relations Officer, position number 067234 , JobAps# 18-006916-0001**. 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 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 please submit your application by **November 2, 2018** – Open Until Filled.