

MPT HR Information Specialist

	Maryland Public Television
DATE OPENED	March 9, 2026
FILING DEADLINE	March 12, 2026
SALARY	\$67,000 - \$84,000 / year
EMPLOYMENT TYPE	Full-Time
WORK LOCATION	Baltimore County
TELEWORK ELIGIBLE	Yes - Hybrid
LIMITATIONS ON SELECTION	This recruitment is limited to current employees of Maryland Public Television.

Introduction

Maryland Public Television, commonly known as MPT, is a public television network that broadcasts throughout the entire state of Maryland and the District of Columbia and into parts of Delaware, Pennsylvania, Virginia, and West Virginia. MPT is Maryland's only statewide broadcaster. Headquartered in Owings Mills, MPT is a member of the Public Broadcasting Service (PBS) and is a producer of both locally and nationally distributed TV programs and digital content.

LOCATION OF POSITION

Maryland Public Television
11767 Owings Mills Blvd
Owings Mills MD 21117

Main Purpose Of Job

Maryland Public Television is seeking a detail-oriented and analytical **HR Information Specialist** to join our Human Resources team. This role is critical in ensuring the accuracy and integrity of our HRIS data and human resources metrics. You will play a key part in analyzing data related to recruitment, performance, retention, and compensation to help MPT meet its organizational and employee development goals. Policy review and training development will also be an important part of this position.

The ideal candidate will not only manage current data but will actively work to automate HR practices, improve data collection methods, and leverage new technologies—including generative AI (genAI)—to increase departmental efficiency and organizational capability.

This is a Special Appointment position and serves at the pleasure of the Appointing Authority.

POSITION DUTIES

- Create and analyze complex HRIS reports; maintain data integrity within WorkDay, Smartsheets, Google Sheets, and other HR systems; and resolve data inconsistencies.
- Help develop job family specific career paths with salary benchmarking recommendations
- Provide guidance, leadership and technical capabilities for automating manual HR processes
- Complete mandated industry, state and federal reports
- Help develop, communicate and train employees and supervisors on workplace policies and procedures and manage online training portal
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training and work assessments. This may include safety training, anti-harassment training, performance evaluations and professional licensure, and certifications.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, salary and compensation models and related employment laws.
- Respond to staff requests regarding HRIS, HR policies and compensation related matters, including counseling and advising leadership on complex compensation specifications and HR technologies
- Other related HR duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university in the field of HR management, public administration, business, statistics, test and measurements or related field

Experience: Four (4) years' professional level experience in several of the following areas: job analysis, compensation and salary management, employee relations, organizational development, workforce management, performance management, HRIS or other sensitive database administration, metrics, data analytics, and managing and/or reporting on sensitive and confidential information

Note:

1. Additional experience may be substituted on a year-for-year basis for up to four years of the bachelor's degree requirement.
2. The possession of thirty graduate credit hours from an accredited college or university in the field of HR management, public administration, business, statistics, test and measurements or related field may be substituted on a year-for-year basis for up to two years of the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your resume and cover letter regarding your qualifications.

- Knowledge of classifications and/or compensation systems

- Knowledge of the Statewide Personnel System (SPS)/ Workday or other HRIS software
- Experience in running and creating ad-hoc reports and interpreting data
- Experience with predictive analytics
- Excellent critical thinking and analytical skills
- Passion for leveraging technology to reduce paper processes and create transparency
- Strong commitment to ethical decision-making
- Ability to plan, implement, oversee and evaluate complex initiatives
- Familiar with COMAR regulations and Statewide Personnel Policies
- Demonstrated experience leveraging genAI and automation tools to streamline HR workflows, while ensuring the output aligns with organizational policy and ethical guidelines

SELECTION PROCESS

Please make sure that you provide sufficient information on your resume and cover letter to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must be provided prior to hire.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

Submitting a resume and cover letter by email is highly recommended. However, if you are unable to do so, a hard copy may be submitted to Maryland Public Television, HR, 11767 Owings Mills Blvd., Owings Mills, MD 21117. Paper materials must be received by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact S Wolfinger Schmitt 410.581.4121.

Appropriate accommodations for individuals with disabilities are available upon request by calling: MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.