



COMPTROLLER
of MARYLAND
Serving the People

CENTRAL PAYROLL SUPERVISOR

Announcement Number: 09-0070-901

OPEN TO ALL QUALIFIED APPLICANTS

This is a position specific recruitment. The resulting eligible list will be used to staff this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.

SALARY RANGE: \$35,736 - \$56,128 *State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010. The equivalent standard salary range is \$36,280 - \$57,567. DBM Salary Rules apply.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: January 8, 2010

LOCATION: Annapolis, Maryland (Anne Arundel County)

POSITION DUTIES: The Comptroller of Maryland, Central Payroll Bureau, is now recruiting for the position of Central Payroll Supervisor for the Payroll Operations Unit in the Annapolis Office. This position is responsible for supervising the maintenance and production of timely and accurate payrolls for all State agencies paid via the "Regular" payroll system; guidance to those agencies regarding exception payroll processing, problems and procedures; and where applicable, one-on-one assistance to State employees concerning the processing of their individual wage payments. All work is performed during normal business hours.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate

Experience: Four years of payroll or accounting clerical experience, at least two years of which were working with payroll

NOTES:

1. One year of experience supervising fiscal or accounting clerks may be substituted for each year, up to two years of general payroll experience.
2. Additional education in accounting, data processing or business law may be substituted at a rate of thirty semester hours for one year of general payroll experience.

SELECTIVE QUALIFICATIONS:

- Three years of experience in a payroll production environment

PREFERRED QUALIFICATIONS:

- One year of experience in a supervisory capacity
- Experience in medium to large payroll environment (payments for 2500+employees)
- Experience in meeting deadlines

EXAMINATION PROCESS: The examination will consist of a rating of your education, training and experience as documented on your MS-100 and the supporting documentation you submit. **It is essential that you submit complete and accurate information. Only applicants who document that they meet the minimum and selective qualifications for the position by submitting the required documentation with their employment application (MS-100) will be rated.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. Be sure to list all experience you believe to be related to this position on your application.

SELECTION PROCESS: Only applicants who meet the minimum and selective qualifications will be considered for this opportunity. Qualifying applicants are subject to an on oral interview. Prior to appointment, the employee must successfully undergo a comprehensive background investigation including a review of criminal, MVA and tax records; and determination of legal authorization to work in the United States or under the United States Immigration Reform and Control Act of 1986. Upon initial appointment OR promotion to a position in the State Personnel Management System, an employee is required to serve an initial six month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority.

TO APPLY: Send your completed State application (MS-100) and supporting documentation, including an unofficial copy of your college transcripts to the address below by 5:00 p.m. on January 8, 2010. State applications may be downloaded by going to http://compnet.comp.state.md.us/Career_Information or www.dbm.maryland.gov/jobseekers. If you have any questions, please feel free to contact our reception desk at 410-260-7695.

**Gwendolyn Schindler, Office of Personnel Services
Comptroller of Maryland
Louis L. Goldstein Treasury Building
P.O. Box 466, Room 209
Annapolis, Maryland 21404-0466**

An Equal Opportunity Employer

✓ **Medical/Health Insurance Plans:**

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus

POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

✓ **Prescription Plan**

✓ **Dental Plans:**

- United Concordia DPPO
- United Concordia DHMO

✓ **Term Life Insurance Plan**

✓ **Personal Accidental Death and Dismemberment Plan**

✓ **Long Term Care Plan**

✓ **FREE Vision Plan**

✓ **Flexible Spending Accounts:**

- Health Care Spending Accounts
- Daycare Spending Accounts

✓ **State Retirement and Pension System**

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

✓ **SECU Credit Union**

✓ **Direct Deposit**

✓ **Savings Bonds**

✓ **Maryland Prepaid College Savings Plans**

✓ **Paid Holidays: 11-12 per year**

✓ **Annual Leave**

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 15 weeks of annual leave per year

✓ **Personal Leave: Six days per year**

✓ **Sick Leave: 15 days per year, unlimited accrual**

✓ **Compensatory Leave**

✓ **Military Leave**

✓ **Leave Bank and Employee-to-Employee Leave**

✓ **Donations**

✓ **Employee Assistance Program**

✓ **Flextime and Teleworking opportunities for some positions**

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.