

Maryland Department of Budget & Management
Office of Personnel Services and Benefits

Martin O'Malley
Governor
Anthony Brown
Lieutenant Governor

T. Eloise Foster
Secretary
David C. Romans
Deputy Secretary

Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201

RECRUITMENT FOR: **Personnel Associate III (09-3680-908)**
(List both the title and announcement number on your application.)

SALARY: **\$31,610 - \$49,299 (Grade 12)**
Salaries reflect State of Maryland Executive Order 01.01.2009.11 – Fiscal Year 2010 State Employees' Furlough and Temporary Salary Reduction Plan.

LOCATION: **Baltimore, MD**

CLOSING DATE: **January 8, 2010**
(Applications must be received by 4:30 p.m. on the closing date.
Postmarks will not be accepted.)

POSITION DUTIES: The Maryland State Retirement Agency is recruiting to fill a Personnel Associate III position within its Office of Human Resources. The main purpose of this position is to provide a variety of personnel-related duties to include preparing and maintaining employment records, as well as calculating salaries for new hires and/or promotions. This position will also be responsible for conducting and scheduling orientation and required training for the Agency.

MINIMUM QUALIFICATIONS: Each candidate must have:

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

Experience: Three years of general clerical or administrative support experience at least one year of which must have been paraprofessional personnel experience involving the application of public sector procedures, policies, rules and regulations to specific employment actions. Appropriate paraprofessional personnel experience should have included responsibility for activities such as, preparing and maintaining employment records, calculating salaries, applying and interpreting rules and policies, preparing personnel-related reports, counseling employees regarding benefits and obligations, and responding to inquiries concerning employment actions.

Note: One additional year of paraprofessional personnel experience as defined above may be substituted for one year of general clerical or administrative support experience.

Selective Qualification: One year of the required experience must include use of Microsoft Office Suite; specifically Word, PowerPoint, and Access.

Preferred Qualification: One year of experience using Microsoft Visio.

TO APPLY: Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered. All information used to determine your qualifications must be submitted by the closing date. **Postmarks will not be accepted.**

APPLICATIONS: Applications may be obtained by visiting our website at: www.dbm.maryland.gov; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

QUALIFICATIONS: You must possess the minimum and selective qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent Maryland State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will appear in pending status on the eligible list until documentation has been received that the educational and/or experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application. All information used to determine your qualifications must be submitted by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) 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.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. The rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

Issued: 12/2009/3680/mbp

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

✓ 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.