

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

POSITION-SPECIFIC RECRUITMENT: This recruitment is limited to persons willing to work for the Workers' Compensation Commission in Baltimore. The eligible list developed from this recruitment will be used to fill this position/function only. Persons interested in future vacancies in this job classification will have to reapply at that time.

RECRUITMENT FOR: Assistant to the Commissioner I (09-3507-901)
(List both the title and announcement number on your application.)

SALARY: \$29,747 - \$46,235

CLOSING DATE: January 15, 2010

POSITION DUTIES: The Workers' Compensation Commission is seeking qualified candidates for the position of Assistant to the Commissioner I. An Assistant to the Commissioner I provides paralegal support to a Workers' Compensation Commissioner, in the review, adjudication and processing of contested workers' compensation claims. In addition, the successful candidate will have the ability to research and interpret the Workers' Compensation laws in order to calculate and produce the award of compensation in accordance with established guidelines, regulations and procedures. An assistant to the Commissioner I occasionally receives guidance from an Assistant to the Commissioner II or from another Commissioner when their own supervisors are unavailable.

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Graduation from a standard high school or possession of a state high school equivalency certificate.

Experience: Three years of experience in work requiring knowledge of the function, organization, procedures, and governing laws and regulations of the Workers' Compensation Commission.

Note: Pertinent volunteer and/or part-time experience is acceptable. Please document the number of hours spent per week in this type of experience on the application form (MS-100).

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.

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 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 State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will not appear on eligibility lists until documentation has been received that the educational and 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. 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.

Candidates selected for an interview will be required to demonstrate the ability to type 40 words per minute on a standard keyboard.

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. The rating is 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.

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

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| <ul style="list-style-type: none">✓ Medical/Health Insurance Plans:<ul style="list-style-type: none"><u>PPO Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield PPO▪ United Healthcare PPO<u>POS Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield MPOS▪ Aetna Choice POS II▪ United Healthcare Choice Plus POS<u>EPO Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield EPO▪ Aetna Select EPO▪ United Healthcare Select EPO✓ Prescription Plan✓ Dental Plans:<ul style="list-style-type: none">▪ 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:<ul style="list-style-type: none">▪ Health Care Spending Accounts▪ Daycare Spending Accounts✓ State Retirement and Pension System<ul style="list-style-type: none">▪ Employees are vested in the pension system after five years of employment <p>Tax-deferred supplemental retirement savings plans:</p> <ul style="list-style-type: none">▪ 457▪ 403(b)▪ 401(k) | <ul style="list-style-type: none">✓ SECU Credit Union✓ Direct Deposit✓ Savings Bonds✓ Maryland Prepaid College Savings Plans✓ Paid Holidays: 11-12 per year✓ Annual Leave<ul style="list-style-type: none">▪ 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 |
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* 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.