



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

*** MDOT PROMOTIONAL ONLY RECRUITMENT ***

Limited to Maryland Department of Transportation (MDOT) Employees

Minority Business Enterprise (MBE) Officer II (8104)

SALARY: \$38,016 -- \$59,892 CLOSING DATE: February 1, 2010

DESCRIPTION: The Minority Business Enterprise (MBE) Officer II is responsible for certification or recertification of a business as a minority business enterprise (MBE). The work of this classification involves determining if MBE status is appropriate, investigating allegations of fraud and program abuse, interviewing business owners, employees, and project engineers, preparing reports, making presentations, conducting on-site inspections, analyzing financial and legal documents and testifying in hearings; or overseeing program and business development activities relative to procurement, policies and procedures, laws and federal regulations, budget, and administration; or planning, coordinating and conducting community outreach activities and events of the MBE program; or reviewing, assessing, and monitoring contracts on a department-wide basis for compliance to COMAR regulations and federal USDOT regulations, overseeing compliance issues for all MDOT Administrations, attending pre-construction meetings, and providing compliance information to Prime Contractors and MBE subcontractors or a combination of the above. Employees in this classification may be required to work evenings and weekend hours. **The current vacancy is located at the Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of MBE located in Anne Arundel County. The eligible list produced for the MBE Officer II may be used to fill future vacancies in all functional areas of MBE.**

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university.

Experience: One (1) year of experience investigating regulated activities to assure compliance with Federal, State or municipal laws; or overseeing program and business development activities; or coordinating and conducting community outreach activities and events; or monitoring contracts for compliance.

Notes:

1. Additional work experience as **specified above** may be substituted for the education requirement on a year-for-year basis.
2. Graduate level education from an accredited college or university may be substituted for the required experience at the rate of thirty (30) semester credit hours for one year of experience.

Licenses, Registrations and Certificates: Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees may be required to possess a motor vehicle operator's license valid in the State of Maryland.

TO APPLY: You must complete a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. Qualified applicants may be subject to background and reference checks. **The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore it is important that you provide complete and accurate information.** For an application, please call 410-865-1073. Mail your application to: **Recruitment and Examinations Unit, 7201 Corporate Center Drive, P.O. Box 548, Mail Stop 140, Hanover, MD 21076**, or you may apply online at <https://jobs.mdot.state.md.us>. Your application must be postmarked or received by **2/1/10**.

Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply. The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 1/15/10