

This is a position-specific recruitment for the Department of Human Resources Examination Services Unit. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in the Personnel Specialist Trainee classification will need to reapply.

RECRUITMENT FOR: Personnel Specialist Trainee
Announcement Number 10-0693-907

SALARY: \$32,091 - \$50,563 (Grade 12)
Temporary Salary Reduction through June 30, 2010
\$31,610 - \$49,299

CLOSING DATE: Completed applications must be received **by 5 P.M.
January 26, 2010.**

LOCATION: Baltimore, Maryland 21201

HOW TO APPLY: Submit a completed State application (MS-100) titled:
Personnel Specialist, Exam Announcement #10-0693-907 to:

Department of Human Resources
Examination Services Unit
Room 135
311 West Saratoga Street
Baltimore, Maryland 21201

Position Duties: This position functions as an entry-level Examination (Testing) Specialist for the Office of Human Resource Development and Training's Examination Services Unit (ESU), Maryland Department of Human Resources. This position is responsible for all areas of the testing process, including development, administration, monitoring and scoring of examinations for those classifications unique to the Department of Human Resources as well as generic classifications tested on a position-specific basis.

MINIMUM QUALIFICATIONS: (Applicants must meet the Minimum Qualifications to be approved.)

EDUCATION: Possession of a bachelor's degree from an accredited four-year college or university.

NOTES:

Paraprofessional or professional personnel management work experience may be substituted on a year-for-year basis for up to four years of the required education. Paraprofessional personnel management work is defined as work 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 personnel-related rules and policies, preparing personnel-related reports, counseling employees regarding benefits and obligations and responding to inquiries concerning employment actions.

All applications and any information used to determine your eligibility must be received by 5 P.M. on January 26, 2010. You must be complete and accurate on your application.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dhr.state.md.us; by writing to DHR/Examination Services Unit, 311 West Saratoga Street, Baltimore MD 21201; by visiting 311 West Saratoga Street, First Floor, Baltimore, MD; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service 1-800-735-2258.

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 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 such as International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-937-3897 or (202) 331-2925. 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.

Issued: 01/2010/0693/LMJ

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- | | |
|--|---|
| <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
 Tax-deferred supplemental retirement savings plans: <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 10 weeks of annual leave per year
 ✓ Personal Leave: Six days per year ✓ Sick Leave: 15 days per year, unlimited accrument ✓ 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.

7-09