



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201 - 2288

This is a position-specific recruitment for one location only. Persons interested in future vacancies will need to reapply at that time.

**POSITION: Computer Information Services Specialist II (4409)
Announcement #: 10-4409-915**

SALARY: \$38,016 - \$59,892 (Grade 15)
Reflects the Salary Reduction per Executive Order 01.01.2009.11 – State Employees Furlough and Temporary Salary Reduction Plan effective 09/23/2009. Employees will be required to take a specified number of furlough days pursuant to the Plan.

LOCATION: Baltimore, MD

CLOSING DATE: Friday, February 5, 2010

POSITION DUTIES: This is the full performance level of work evaluating, implementing and maintaining computer hardware and software. Employees in this classification do not supervise Computer Information Services Specialists.

Employees in this classification receive general supervision from a Computer Information Services Specialist Supervisor, a data processing administrator or other administrator.

This position will specifically utilize Geographic Information System (GIS) hardware and software to produce maps, spatial databases, and thematic data (wetlands, road centerlines, historic sites). This position will also work extensively with the National Guard Bureau's Real Property Planning and Analysis System (RPLANS) and the Planning, Resource, Infrastructure, Development and Evaluation (PRIDE) System.

MINIMUM QUALIFICATIONS:

NOTE: You must possess both the **Minimum *and* Selective Qualifications** to be considered for this position.

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

EXPERIENCE: One year of experience evaluating, implementing and maintaining microcomputer (PC) hardware and software.

NOTE: Experience responding to and resolving help desk calls from users of computers, or operating computer equipment for the purpose of data entry, word processing, spreadsheet, graphics, database or other applications may be substituted on a year-for-year basis for the required education.

SELECTIVE QUALIFICATION:

Six months of experience in the use of Geographic Information System (GIS) applications in support of U.S. military operations.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

QUALIFICATIONS: You must possess the minimum and selective qualifications to be considered for this position. **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.

EXAMINATION: The examination will consist of a rating of your education, training, and experience related to the requirements of the position. 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. For each position held, applicants should list the different types of appeals they handled and specify their responsibility for each type. **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.

TO APPLY: Complete Maryland State Form MS-100 (Application for State Employment) noting position title on the top of the form. Resumes alone will not be considered. Copies of documents attesting to qualifications and skills should be attached to the application. Applications may be obtained by calling or visiting the Military Department State Personnel Office at (410) 234-3838, Fifth Regiment Armory, Room B10, Baltimore, Maryland 21201-2288; State website at: www.dbm.maryland.gov; by writing to Department of Budget and Management, OPBS, Recruitment & Examination Division, 301 West Preston Street, First Floor, Baltimore, Maryland; or by calling 410-767-4850 or toll free 1-800-705-3493. Photocopies are acceptable provided there is an original signature and copies are on standard paper (8 ½ x 11).

COMPLETED APPLICATIONS *MUST BE POSTMARKED NO LATER THAN FRIDAY, FEBRUARY 5, 2010* AND SENT TO:

State Personnel Office
Maryland Military Department
Fifth Regiment Armory, Room B10
Baltimore, MD 21201-2288

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