



STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

TITLE: **MBP COMPLIANCE ANALYST ASSOCIATE, INVESTIGATIONS (5066) SFR**
(Vacancy at the Maryland Board of Physicians, Baltimore, Maryland)

SALARY: **\$35,736 - \$56,128 (Grade 14)** Salary reductions may apply per Executive Order 01.01.2009.11 - State Employees' Furlough and Temporary Salary Reduction Plan. See the hiring manager for further details.

CLOSING DATE: **February 16, 2010**

DESCRIPTION: Reporting to the Chief, Compliance Investigations, this is a staff investigative & administrative position with the responsibility of assisting in the development of investigations/compliance cases at the Board. This position is a mid-level investigative and administrative position which includes assisting senior analysts and the Compliance Unit in conducting investigations of licensed health practitioners regarding allegations of violations of the Maryland Medical Practice Act involving, but not limited, to interviewing complainants, respondents & fact witnesses, reviewing material & documents, conducting field assignments, drafting correspondence, subpoenas and other legal documents.

MINIMUM QUALIFICATIONS:

EDUCATION: Possession of a Bachelor's Degree in a health, human service, or management field.

EXPERIENCE: One year of experience conducting investigations; or one year of administrative experience performing medical/legal research, preparation and analysis; and/or one year case management experience pertaining to the compliance of licensed health practitioners with established/regulated standards of practice.

NOTES:

1. Additional investigative experience may be substituted on a year-for-year basis for the required education.
2. Additional general administrative experience assisting with performing legal/criminal case research preparation and analysis, and/or case management experience may be substituted at the rate of two years of experience for each year of the required education.

PLEASE NOTE: This is a **position specific** recruitment. The resulting eligibility list will be used to staff this position or function only. Interested persons need to reapply for any future recruitment for this classification. Applicants certified to this list will remain eligible only for this particular position for a period of one year.

An Equal Opportunity Employer

Appropriate accommodations for individuals with disabilities are available upon request by calling:
(410) 767-1251 or MD TTY Relay service 1-800-735-2258.

APPLY TO: DHMH, Office of Human Resources' Recruitment & Selection Div, P.O. Box 22330, Baltimore, MD 21203-4330. Submit Maryland State Application - Form MS - 100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and experience submitted on the MS-100 and, therefore, may not require a written test. For recorded job information, call: 410-767-6018.

Internet address: <http://www.dhmh.state.md.us/testingsev/index.html>