

This is a position-specific recruitment for the TALBOT COUNTY DEPARTMENT OF SOCIAL SERVICES. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in the Family Investment Specialist I classification will need to reapply.

RECRUITMENT FOR: FAMILY INVESTMENT SPECIALIST I

**SALARY: \$28,008 - \$29,003 Salary Grade: 10
Temporary Salary Reduction through 6/30/10**

LOCATION: Easton, Maryland 21601

**CLOSING DATE: Completed applications must be received in our office by
5:00 p.m., TUESDAY, FEBRUARY 9, 2010**

**HOW TO APPLY: Submit a completed State application (MS-100) titled
"Family Investment Specialist I,"
Announcement # "10-0683-901" to:**

Talbot County Department of Social Services
ATTN: Pam Wilkinson
P.O. Box 1479
Easton, MD 21601

POSITION DUTIES: This position determines the eligibility of customers for the Medical Assistance programs; reviews customers' information for continued eligibility of patients served by Shore Health System hospitals; interviews customers to explain programs, verifies information and determines category of eligibility; processes applications, maintains case materials and assists customers in resolving problems. This position does not supervise.

MINIMUM QUALIFICATIONS: Candidates must possess:

Education: A **bachelor's degree** from an accredited college or university.

Experience: None.

Any information used to determine your eligibility must have been received in our office by the closing date for this recruitment, February 9, 2010. You must be complete and accurate on your application.

NOTES:

1. Applicants may substitute public contact experience involving negotiating, interviewing, explaining information, gathering and compiling data, performing analysis of data, writing correspondence, and completing mathematical or legal tasks on a year-for-year basis for up to four years of the required education.
2. Applicants may substitute possession of an associate of arts degree in Income Maintenance and two years of experience involving public contact and performance of support functions directly related to income maintenance program operations for the required education.
3. These requirements are established by the Family Investment Administration by authority provided in Human Services Article, Title 5, Subtitle 2, Section 204(b)(1) of the Annotated Code of Maryland. The Department of Budget and Management, Office of Personnel Services and Benefits and the Department of Human Resources, Examination Services Unit do not have the authority to accept substitutions or equivalents.

LICENSES, REGISTRATIONS AND CERTIFICATES: Candidates appointed to 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 Maryland.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dhr.state.md.us; by writing to DHR/Exam Services Unit, 311 W Saratoga Street, Baltimore, Maryland 21201; by visiting 311 W. Saratoga Street, First Floor, Baltimore, Maryland; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service, 1-800-735-2258. To download a State application (MS-100), please [click here](#).

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 application 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. (215) 222-8454 ext 603 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 six months.

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be 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.

Issued: 01/10//0683/CL

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> ▪ CareFirst Blue Cross/Blue Shield PPO ▪ United Healthcare PPO <u>POS Plans</u> ▪ CareFirst Blue Cross/Blue Shield MPOS <ul style="list-style-type: none"> ▪ Aetna Choice POS II ▪ United Healthcare Choice Plus POS <u>EPO Plans</u> ▪ 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 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.

State of Maryland
Department of Human Resources
Supplemental Questionnaire Instructions
Family Investment Specialist I and II (0683/3546)
(#S-10-0683/3546-A)

The attached Supplemental Questionnaire is the examination for Family Investment Specialist I and II. The Application for State Employment (MS 100) will be used to determine if you meet the minimum experience and education requirements. If your application is approved, the Supplemental Questionnaire will be used to rate job-related training and experience you may have which exceed minimum job requirements. The answers that you provide will be objectively assessed and a score will be computed. Your name will then be certified to the appropriate eligible list. If your application is not approved, you will be notified by mail.

When responding to the questions, please consider experience obtained through paid and volunteer work, training and education. Only the information supplied on the form will be evaluated. Please do not attach additional information.

Please note that you will be required to provide detailed information to verify your answers and will be asked to explain your answers in depth if you are selected for an interview.

You must include your Social Security Number, signature and date on the Supplemental questionnaire.

A completed Application for State Employment (MS 100) and a completed Supplemental Questionnaire must be MAILED to:

Talbot County Department of Social Services
Attn: Pam Wilkinson
P.O. Box 1479
Easton, Maryland 21601

State of Maryland
Department of Human Resources
Supplemental Questionnaire
Family Investment Specialist I and II (0683/3546)
(#S-10-0683/3546-A)

Name _____

Social Security Number _____ - _____ - _____

1. Do you have three (3) months of public contact experience that involved communicating face-to-face to gather sensitive information (e.g., personal, finance, health, etc.) and/or explaining information based on laws, regulations, policies, etc.?
 Yes No

2. Do you have three (3) months of experience obtaining information from and/or explaining information to persons who have diverse educational, cultural, ethnic, language, etc. backgrounds?
 Yes No

3. Do you have three (3) months of experience gathering and analyzing information from multiple sources to draw conclusions and make decisions or presentations (e.g., term papers; oral class/group presentations; eligibility determinations for government programs, loans, scholarships, etc.)?
 Yes No

4. Do you have three (3) months of experience writing narrative reports (e.g., technical reports, procedures, guidelines, training materials, manuals, term papers, etc.)?
 Yes No

5. Do you have three (3) months of experience juggling multiple tasks that required you to plan your work, prioritize and use time management skills?
 Yes No

6. Do you have (3) months of experience using a computer that involved keyboarding narrative information or have you completed a word processing course?
 Yes No

I hereby affirm that this Supplemental Questionnaire contains no willful misrepresentation or falsifications and that the answers given by me are true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my name will be removed from the eligible list and I will not be certified for employment in any position under the jurisdiction of the Department of Budget and Management's Office of Personnel Services and Benefits. I am aware that a false statement is punishable under law by fine or imprisonment or both (Article 64A, Sec. 40 and 41).

Signature: _____

Date: _____

(Sign in ink.)