

**RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

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Announcement #10-2586-992

**Occupational Employment Statistics (OES) Supervisor**  
(Administrator I - 2586)

*This is a position specific recruitment. The resulting list of eligibles will be used to staff this position or function only. This list will be maintained for one (1) year. You will need to reapply for any future recruitment for this job classification.*

**Limitation on Selection:** This recruitment is open to any qualified candidate who desires to work in Baltimore City who meets both minimum and selective qualifications.

**Closing Date:** February 19, 2010

**Salary Range:** \$40,048 - \$ 63,929 (Grade 16)

*State Employees' Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010.*

The Maryland Department of Labor, Licensing and Regulation is accepting applications from qualified applicants for the position of Occupational Employment Statistics (OES) Supervisor (**Administrator I**) in the Division of Workforce Development and Adult Learning (DWDAL). This is a supervisory position responsible for assuring all OES Program conducts mail surveys to estimate occupational employment and wage data of Maryland employers

A person in this position must develop work plans and direct staff to accomplish the goals of the program. The resulting estimates generated must be evaluated and published to the extent possible. The Standard Occupational Classification (SOC) system is used in the program, and the individual must be able to interpret and assign employer responses based on the system.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** A Bachelor's degree from an accredited college or university.

**EXPERIENCE:** Four (4) years of experience in administrative staff or professional work.

**Notes: (Applies to minimum qualifications only)**

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.



**SELECTIVE QUALIFICATION:** College credits must include at least six (6) credit hours in any combination of statistics and economics.

**PREFERRED QUALIFICATION:** Applicants should be highly proficient in the major functions of Microsoft Excel: logical functions, statistical functions, importing external data and pivot tables and/or MS Access (other relational database applications are also acceptable).

**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. Applications and information received after the closing date will not be accepted. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list to be used by DLLR for at least one (1) year.

**EXAMINATION:** 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.

**TO APPLY:**

**All qualified applicants must submit all of the following: A completed Maryland State application (MS-100 form) and a copy of your transcript. Applications received without a transcript will be disqualified.** Since the examination for this recruitment may be an evaluation and rating of the information you provide on your application, it is essential that the application is filled out completely and accurately, listing all relevant education/experience and addressing the specific qualifications shown above. ***All required documentation must be received no later than close of business on the closing date shown above. Postmarks will not be accepted.***

**DLLR Office of Human Resources  
Recruitment and Examination Unit  
1100 N. Eutaw Street, Room 100  
Baltimore, MD 21201  
Attn: Elaine Grimes/Administrator I-OES Supervisor**

*Department of Labor, Licensing and Regulation (DLLR) is an equal opportunity employer. It is the policy of DLLR that all persons have equal opportunity and access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.*

TTY users, call via The Maryland Relay Service

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