



This is a Position Specific Recruitment for the Maryland State Police Administrative Prosecutors Office (Baltimore County). The resulting eligible list will be used to fill the current Personnel Officer II vacancy at the Maryland State Police Administrative Prosecutors Office only. Persons interested in current or future vacancies in the Personnel Officer II job classification at other locations must apply as per instructions on the relevant job announcement.

Please mail your completed MS-100 State application to:

Maryland State Police,
Human Resources Division
Attention: Mike Smith
1201 Reisterstown Road
Pikesville, MD 21208

RECRUITMENT FOR: **Personnel Officer II (2939)**
Announcement Number 10-2939-921
(Please list both the job title and announcement number on your application)

SALARY: **Salary Range: \$38,016 - \$59,892**
(Salary rules in effect for current State employees and reinstatements)

CLOSING DATE: **Friday, February 19, 2010**

LOCATION: **Maryland State Police Administrative Prosecutors Office, 1201 Reisterstown Road, Pikesville, Baltimore County, Maryland 21208**

POSITION DUTIES: This position will serve under the auspices of the Prosecutors Section and will perform a wide variety of Prosecutorial duties including, but not limited to, preparing and presenting civilian mitigation meetings, preparing and presenting ASSED (Automotive Safety Enforcement Division)/Licensing cases, preparing and presenting Grievance Hearings, and preparing and presenting LEOBR (Law Enforcement Officers Bill of Rights) cases.

MINIMUM QUALIFICATIONS:

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

Experience: Two and one-half, years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation or personnel policy formulation. Professional personnel management work experience would include creating eligible lists, developing position selection plans, conducting recruitment efforts, performing job analysis and evaluation to determine appropriate classification and salary; interpreting, and applying the State Personnel Management System laws, rules, regulations and standards, reviewing requests for disciplinary actions and recommending appropriate resolution, representing management at hearings and grievances, providing advice and guidance regarding standards of conduct and the performance evaluation process, and developing and implementing personnel policies and procedures to meet agency-unique needs.

Notes: 1. Thirty graduate credit hours from an accredited college or university in the fields of

personnel administration, human resources management, business administration, public administration, statistics, tests and measurements or psychology may be substituted for one year of required experience.

2. 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 include responsibility for activities such as: preparing and maintaining records, calculating salaries, applying and interpreting rules and policies, personnel-related reports, counseling employees regarding benefits and responding to inquiries concerning employment actions.
3. For employer-employee relations positions, applicants may substitute the possession of a Juris Doctor or equivalent degree from an accredited school of law for the required experience.

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SELECTIVE QUALIFICATION: Two (2) years experience in preparing and presenting civilian mitigation meetings, preparing and presenting ASSED (Automotive Safety Enforcement Division)/Licensing cases, preparing and presenting Grievance Hearings, and preparing and presenting LEOBR (Law Enforcement Officers Bill of Rights) cases.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Therefore, it is essential that you provide complete and accurate information on your application. *All applications must be received by close of business on Friday, February 19, 2010, to be considered. Mail completed applications to the address shown below.* Successful candidates will be placed on the employment Eligible List categorized as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and remain eligible for consideration for at least one year from the date of examination. This list will be used by the hiring agency to select employees.

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. Report all experience and education that is related to this position on the State of Maryland Employment Application (MS 100). Applicant will be subject to an interview and background investigation.

All applications must be received by the closing date.

Please mail your completed State application to:

Maryland State Police, Personnel Section
Attention: Michael Smith
1201 Reisterstown Road
Pikesville, MD 21208