

This is a position-specific recruitment for the Department of Human Resources. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in the Human Service Administrator II classification will need to reapply.

**RECRUITMENT FOR:** Human Service Administrator II  
Announcement Number 10-2729-913

**SALARY:** \$46,563 - \$74,725 (Grade 18)  
Temporary Salary Reduction through June 30, 2010  
\$45,399 - \$72,857

**CLOSING DATE:** Completed applications must be received **by 5 P.M. February 19, 2010.**

**LOCATION:** Baltimore, Maryland 21201

**HOW TO APPLY:** Submit a completed State application (MS-100) titled:  
**Human Service Administrator II, Exam Announcement #10-2729-913** to:

Department of Human Resources  
Examination Services Unit  
Room 135  
311 West Saratoga Street  
Baltimore, Maryland 21201

**Position Duties:** This position will serve as the Project Manager for New Initiatives and the Strategic Planning Manager within the Social Services Administration (SSA). The incumbent will be responsible for developing plans, leading workgroups, rolling-out timelines and recommending changes along with following up with the implementation of initiatives and presenting the plans to the Executive Director. This position develops SSA's strategic planning process which includes developing the annual action plan along with tracking, monitoring, and reporting on the strategic planning progress; works with 23 Local Departments of Social Services to analyze, develop, and prepare child welfare staffing, outcome, and monitoring reports; reviews hiring exception requests and makes recommendations for filling positions; prepares the annual legislative briefing book along with providing legislative support to the Executive Director.

**MINIMUM QUALIFICATIONS:** (Applicants must meet the Minimum Qualifications to be approved.)

**EDUCATION:** Possession of a bachelor's degree from an accredited four-year college or university.

**EXPERIENCE:** Seven years experience in administrative, professional or technical work, two years of which must have involved supervision of other employees or exercising responsibility for program development.

**PREFERRED QUALIFICATION:** Proficient in Advanced Excel

**All applications and any information used to determine your eligibility must be received by 5 P.M. on February 19, 2010. You must be complete and accurate on your application.**

**NOTES:**

1. Applicants may substitute education at the graduate level at an accredited college or university at the rate of 30 semester hours on a year-for-year basis for a maximum of two years of the required general experience.
2. Experience in a human service program may be substituted on a year-for-year basis for the required four years college education.

**APPLICATIONS:** Applications may be obtained by visiting our website at: [www.dhr.state.md.us](http://www.dhr.state.md.us); by writing to DHR/Examination Services Unit, 311 West Saratoga Street, Baltimore, MD 21201; by visiting 311 West Saratoga Street, First Floor, Baltimore, MD; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service 1-800-735-2258.

**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 examination 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 one year.

Issued: 01/2010/2729/LMJ

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

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| <ul style="list-style-type: none"> <li>✓ Medical/Health Insurance Plans:             <ul style="list-style-type: none"> <li><b><u>PPO Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield PPO</li> <li>▪ United Healthcare PPO</li> </ul> </li> <li><b><u>POS Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield MPOS</li> <li>▪ Aetna Choice POS II</li> <li>▪ United Healthcare Choice Plus POS</li> </ul> </li> <li><b><u>EPO Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield EPO</li> <li>▪ Aetna Select EPO</li> <li>▪ United Healthcare Select EPO</li> </ul> </li> </ul> </li> <br/> <li>✓ Prescription Plan</li> <li>✓ Dental Plans:             <ul style="list-style-type: none"> <li>▪ United Concordia DPPO</li> <li>▪ United Concordia DHMO</li> </ul> </li> <br/> <li>✓ Term Life Insurance Plan</li> <li>✓ Personal Accidental Death and Dismemberment Plan</li> <li>✓ Long Term Care Plan</li> <li>✓ FREE Vision Plan</li> <li>✓ Flexible Spending Accounts:             <ul style="list-style-type: none"> <li>▪ Health Care Spending Accounts</li> <li>▪ Daycare Spending Accounts</li> </ul> </li> <br/> <li>✓ State Retirement and Pension System             <ul style="list-style-type: none"> <li>▪ Employees are vested in the pension system after five years of employment</li> </ul> </li> <br/> <li>Tax-deferred supplemental retirement savings plans:             <ul style="list-style-type: none"> <li>▪ 457</li> <li>▪ 403(b)</li> <li>▪ 401(k)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ SECU Credit Union</li> <li>✓ Direct Deposit</li> <li>✓ Savings Bonds</li> <li>✓ Maryland Prepaid College Savings Plans</li> <li>✓ Paid Holidays: 11-12 per year</li> <li>✓ Annual Leave             <ul style="list-style-type: none"> <li>▪ Up to five years of service, 10 days earned per year</li> <li>▪ Five to 10 years of service, 15 days earned per year</li> <li>▪ 10-20 years of service, 20 days earned per year</li> <li>▪ 20+ years of service, 25 earned per year</li> <li>▪ Employees may carry over up to 15 weeks of annual leave per year</li> </ul> </li> <br/> <li>✓ Personal Leave: Six days per year</li> <li>✓ Sick Leave: 15 days per year, unlimited accrument</li> <li>✓ Compensatory Leave</li> <li>✓ Military Leave</li> <li>✓ Leave Bank and Employee-to-Employee Leave Donations</li> <li>✓ Employee Assistance Program</li> <li>✓ Flextime and Teleworking opportunities for some positions</li> </ul> |
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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.

7-09