

Maryland Department of Budget & Management
Office of Personnel Services and Benefits

Martin O'Malley
Governor
Anthony Brown
Lieutenant Governor

T. Eloise Foster
Secretary
David C. Romans
Deputy Secretary

Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201

LIMITED TO CANDIDATES WILLING TO ACCEPT EMPLOYMENT IN ST. MARY'S COUNTY.

THIS IS A POSITION SPECIFIC RECRUITMENT FOR ST. MARY'S COUNTY BOARD OF ELECTIONS. THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES WITH THE ST. MARY'S COUNTY BOARD OF ELECTIONS ONLY. PERSONS INTERESTED IN FUTURE VACANCIES IN THE ELECTION INFORMATION SYSTEMS SPECIALIST CLASSIFICATION WILL NEED TO REAPPLY.

**RECRUITMENT FOR: ELECTION INFORMATION SYSTEMS SPECIALIST
(10-1498-908)**
(List both the title and announcement number on your application.)

SALARY: \$35,736 - \$59,892
(Reflects Salary Reduction per Executive Order 01.01.2009.11 – State Employees Furlough and Temporary Salary Reduction Plan effective 09/23/09)

CLOSING DATE: FEBRUARY 26, 2010

POSITION DUTIES: An Election Information Systems Specialist is the full performance level of work providing information technology support to staff members of a local election board. Employees in this classification coordinate maintenance and troubleshooting of election information systems and work in conjunction with State Board of Elections information technology staff, local government information technology staff, software vendors and contractors to resolve microcomputer hardware and software problems. Employees in this classification do not supervise.

Employees receive general supervision from an Election Director or Election Deputy Director of a local election board. Employees may receive assignments and technical direction from the Chief Information Officer of the State Board of Elections. Employees may be required to work evenings, weekends and holidays and to travel to polling sites during Election Day. Employees in this classification are assigned to work in one or more local election board offices. Employees assigned to work in more than one local election board office will be required to travel between offices.

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of experience in computer programming; implementing, troubleshooting or supporting local or wide area networks; installing and troubleshooting personal computers or evaluating, implementing or maintaining microcomputer hardware and software.

- Notes:
1. Eighteen (18) credit hours in computer information technology, programming or networking from an accredited college or university may be substituted for up to one year of the required experience.
 2. Completion of a certification program in computer programming for personal computers, local or wide area networks or troubleshooting such as Microsoft Certified Professional or an equivalent program may be substituted for one year of the required experience.
 3. Additional experience in computer programming; implementing, troubleshooting or supporting local or wide area networks; installing and troubleshooting personal computers or evaluating, implementing or maintaining personal computer hardware and software may be substituted for the required education on a year-for-year basis.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Employees in 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 the State of Maryland.
2. Employees in this classification are required to be registered voters in the State of Maryland in accordance with Election Law Article, Section 2-207 (d) of the Annotated Code of Maryland.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

An employee of this classification may not hold any public office or party office or be a candidate for public or party office or take an active part in political management or political campaigns in accordance with Election Law Article, Section 2-301 (b) of the Annotated Code of Maryland.

TO APPLY: Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dbm.maryland.gov; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

QUALIFICATIONS: You must possess the minimum (and selective, if applicable) 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. This evaluation must be submitted with your application. 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.

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: 2/2010/1498/dcm

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 ▪ 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.