



COMPTROLLER
of MARYLAND
Serving the People

DP TECHNICAL SUPPORT SPECIALIST II
Information Technology Division
Announcement Number: 10-4476-911

This is a position specific recruitment. The resulting eligible list will be used to staff this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.

STARTING SALARY RANGE (dependent upon qualifications): \$45,399 - \$59,049 *State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010.

FULL SALARY RANGE (achieved by step increases): \$45,399 - \$72,857

CLOSING DATE: March 1, 2010

POSITION DUTIES: The Annapolis Data Center provides 24 x 7 mainframe computing services for 26 State Agencies. This is a senior-level system programmer position responsible for the 24 x 7 x 365 operation of computer systems in a System/390 environment supporting IBM z/OS Mainframe Operating System software, third party software and mainframe hardware. This position will also assist in the backup and recovery of this environment in the event of a disaster. The selected candidate must be willing to work in the Annapolis office of the Comptroller of Maryland on a flexible schedule that will occasionally include working an off-hour schedule (weekdays prior to 7:30 a.m. and/or after 5:00 p.m., weekends and holidays). The selected candidate will also be required to work at an alternate location for disaster recovery testing or in the event of an actual disaster impacting the computer systems at the data center.

ALL CANDIDATES MUST MEET THE MINIMUM AND THE SELECTIVE QUALIFICATIONS TO BE CONSIDERED FOR THIS POSITION.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems or other information technology-related field to include course work in machine or assembler computer languages, and operating system and data communication technology for multipurpose, multi-tasking computers.

Experience: One year of experience maintaining and modifying operating systems for multipurpose, multi-tasking computers.

Notes:

- 1) Thirty credit hours from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems or other information technology-related field to include course work in machine or assembler computer languages, and operating system and data communication technology for multipurpose multi-tasking computers may be substituted for the required education.
- 2) One additional year of experience maintaining and modifying operating systems for multipurpose, multi-tasking computers may be substituted for the required education.
- 3) Experience operating multipurpose, multi-tasking computer systems; or scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer systems; or converting data from project specifications by developing program code using third generation or other

generally accepted computer programming languages; or designing, developing and maintaining communications networks may be substituted for high school on a year-for-year basis.

SELECTIVE QUALIFICATIONS: One year of the experience in systems programming work, installing, maintaining and enhancing mainframe operating system software in a system/390 environment. The applicant must have systems programming experience with installation and configuration of software on an MVS Operating System using IBM's SMP/E software.

PREFERRED QUALIFICATIONS: Experience with JCL, TSO, implementing and maintaining programs using COBOL, Assembler, REXX or other generally accepted computer programming languages.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION: Employees in this classification may be subject to periodic 24-hour on-call responsibility, therefore, may be required to provide the employing agency with a telephone number where the employee can be reached or will be furnished with a pager.

SELECTION PROCESS: Only applicants who meet the minimum and selective qualifications will be considered for this opportunity. Qualifying applicants are subject to an on oral interview. Prior to appointment, the employee will successfully undergo a comprehensive background investigation including a review of their criminal, MVA and tax records. Upon initial appointment OR promotion to a position in the State Personnel Management System, an employee is required to serve an initial six month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority.

EXAMINATION PROCESS: The examination will consist of a rating of your education, training and experience as documented on your MS-100 and the supporting documentation you submit. **It is essential that you submit complete and accurate information on your application. Only applicants who document that they meet the minimum and selective qualifications for the position by submitting the required documentation with their employment application (MS-100) will be rated.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

TO APPLY: Send your completed State application (MS-100) and supporting documentation, including an unofficial copy of your college transcripts, to the address below by 5:00 p.m. on March 1, 2010. Your transcripts should include your name, the name of the university where you obtained your degree, and the date on which and the type of degree which was conferred. State applications may be downloaded by going to [http://compnet.comp.state.md.us/Career Information](http://compnet.comp.state.md.us/CareerInformation) or www.dbm.maryland.gov/jobseekers. If you have any questions, please feel free to contact our reception desk at 410-260-7695.

**Gwendolyn Schindler, Office of Personnel Services
Comptroller of Maryland
Louis L. Goldstein Treasury Building
P.O. Box 466, Room 209
Annapolis, Maryland 21404-0466**

An Equal Opportunity Employer

- ✓ **Medical/Health Insurance Plans:**
- PPO Plans**
 - CareFirst Blue Cross/Blue Shield
- PPO**
 - United Healthcare PPO
- POS Plans**
 - CareFirst Blue Cross/Blue Shield
- MPOS**
 - Aetna Choice POS II
 - United Healthcare Choice Plus POS
- EPO Plans**
 - CareFirst Blue Cross/Blue Shield
- EPO**
 - Aetna Select EPO
 - United Healthcare Select EPO

- ✓ **Prescription Plan**
- ✓ **Dental Plans:**
 - 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:**
 - Health Care Spending Accounts
 - Daycare Spending Accounts

- ✓ **State Retirement and Pension System**
 - Employees are vested in the pension system after five years of employment

- Tax-deferred supplemental retirement savings plans:**
 - 457
 - 403(b)
 - 401(k)

- ✓ **SECU Credit Union**
- ✓ **Direct Deposit**
- ✓ **Savings Bonds**
- ✓ **Maryland Prepaid College Savings Plans**
- ✓ **Paid Holidays: 11-12 per year**
- ✓ **Annual Leave**
 - 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**

* 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.