

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Romaine V. Reid
Executive Director

Recruitment & Examination Announcement

This is a Position Specific Recruitment for the Department of Public Safety and Correctional Services (DPSCS). The resulting eligible list will be used to fill current and future vacancies in the Western Maryland Region as they occur. This list will expire in 12 months. Applicants desiring to be considered for other positions in this classification in other agencies should re-apply.

Recruitment For: CORRECTIONAL DIETARY SUPERVISOR 10-4036-915
(List both the title and announcement number on your application.)

Salary: \$40,048 - \$63,929 (Grade 16)
Temporary Salary Reduction Plan effective per Executive Order .01.2009.11,
September 23, 2009 through June 30, 2010

Closing Date: February 26, 2010

Location: This position is located at the Maryland Correctional Institution-Hagerstown
Hagerstown, Maryland

Limitations: Limited to candidates willing to work in Area 10 (Garrett, Allegany,
Washington Counties)

Position Duties:

This is the supervisory level of work involving the custody, security and supervision of adult inmates in food preparation and serving of meals at correctional institutions. Employees in this classification supervise Correctional Dietary Officers on an assigned shift. Work is performed in a correctional institution kitchen and employees are continually exposed to inmates who may be abusive and hostile. The work may involve moving objects weighing twenty-five pounds or more.

Minimum Qualifications:

Education: High School Diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Three years of experience involving the custody, security and supervision of adult inmate workers in a food operation of a correctional institution.

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 may be assigned duties which require the operation of large vans for transportation of inmates or supplies. Employees assigned such duties will be required to obtain a Class C Maryland driver's license.

Special Requirements:

1. Employees who have not already done so must meet the selection standards required and successfully complete the training prescribed by the Maryland Correctional Training Commission for a correctional officer during their probationary period (Correctional Services Article, Section 8-209). Selection standards for correctional officer training are listed in detail in the Code of Maryland Regulations Title 12, Subtitle 10, Chapter 01 and include:
U.S. Citizenship or Resident Alien status
Must be at least 21 years of age
A completed background investigation
Oral interview
Physical examination.
2. Employees are subject to call-in 24 hours a day and, therefore, must provide the employing agency with a telephone number where they can be reached.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Selection Process:

Candidates who meet the minimum qualifications will be admitted to the examination for this classification. The examination may consist of a rating of your education, training and experience related to the requirements of the job. It is essential that you give complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Mail State Application (MS 100 Form) to:
MD Department of Public Safety & Correctional Services
Recruitment and Examination Unit
6776 Reisterstown Road
Suite 309
Baltimore, MD 21215-2342

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3060 or downloaded from www.dbm.maryland.gov

Equal Opportunity/ADA Employer

Project # 10-4036-xxx
Posted: 02/2010(SG)