

DLLR

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARTIN O'MALLEY, Governor
ANTHONY G. BROWN, Lt. Governor
ALEXANDER M. SANCHEZ, Secretary

Office of Human Resources
Colette F. Colclough, Director

DLLR Home Page • <http://www.dllr.state.md.us>
Human Resources E-mail • personnel@dllr.state.md.us

RECRUITMENT ANNOUNCEMENT

STATE PROMOTIONAL OPPORTUNITY

Announcement # 10-2245-920

PERSONNEL OFFICER I - 2245

Skilled Service

This is a position specific recruitment for the Department of Labor, Licensing and Regulation (DLLR) only. The resulting eligibility list will be used to fill this vacancy only. Applicants certified to this list will remain eligible for a period of six months. Persons interested in future positions of this classification must reapply.

Limitation on Selection: This recruitment is limited any current Maryland State Employee who meets both minimum and selective qualifications.

CLOSING DATE: March 8, 2010

SALARY: Grade 14: \$35,736 - \$56,128*

**Salary referenced above is in accordance with the State of Maryland Executive Order 01.01.2009.11- Fiscal Year 2010 State Employees' Furlough and Temporary Salary Reduction Plan*

RESPONSIBILITIES: This position will serve as the lead Officer performing the employment functions of the Recruitment and Retention Unit within the Office of Human Resources. Duties will include: coordinating the hiring of selected candidates for skilled, professional, management, executive and special appointments; reviewing applications of selected candidates to ensure minimum/selective qualifications are met; determining and recommending starting salaries by interpreting salary guidelines; providing guidance to managers and employees with regard to the interpretation of State Personnel Management System employment policies and salary guidelines; reviewing / monitoring MS310 personnel transactions to include; assisting with new employee orientations; and investigating and resolving payroll issues for all DLLR new hires.

MINIMUM QUALIFICATIONS:

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

EXPERIENCE: Two 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.

1100 N. Eutaw Street, Room 100
Baltimore, Maryland 21201



410-230-6300 Phone
410-333-5101 Fax
TTY For the Deaf (410-767-2117)

Keeping Maryland Working and Safe

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 have included responsibility for activities such as: preparing and maintaining employment records, calculating salaries, applying and interpreting rules and policies, preparing personnel-related reports, counseling employees regarding benefits and obligations, and responding to inquiries concerning employment actions.

SELECTIVE QUALIFICATIONS (required): Candidate must have a minimum of one year performing duties with the State of Maryland in the area of Salary Administration.

PREFERRED CANDIDATE: The preferred candidate will have a working knowledge of the DBM salary Guidelines for the Standard and Executive Pay Plan, or an equivalent; a working knowledge of the MS310 system or equivalent; a working knowledge of the State Personnel and Pensions Article of the Annotated Code of Maryland.

SELECTION PROCESS: The examination for this recruitment will be an evaluation and rating of the information you provide on your application. Then the selection process will consist of an oral examination (interview) which will establish an order of the list of qualified candidates.

TO APPLY: You must complete a Maryland State Application (MS-100) to be considered for this recruitment. Resumes may not be substituted. Since the examination for this recruitment may be an evaluation and rating of the information you provide on your application, it is essential that the application is filled out completely and accurately, listing all relevant experience and addressing the specific requirements shown above. Applications not completely filled out will not be considered.

Qualified applicants may be subject to background and reference checks. Employees may be subject to the State Substance Abuse Policy to include possible drug testing.

Applicants may obtain Maryland State applications by visiting the Department of Labor, Licensing and Regulation, Office of Human Resources or by calling (410) 230-6300 Monday-Friday during business hours or by visiting our website at <http://www.dllr.state.md.us/personnel/index.html>. Completed State Applications must be received at the following address by March 8, 2010:

DLLR Office of Human Resources
1100 N. Eutaw Street, Room 100
Baltimore MD 21201
Attn: POI/MLZ

Department of Labor, Licensing and Regulation is an equal opportunity employer. It is the policy of DLLR that all persons have equal opportunity and access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.

TTY users, call via The Maryland Relay Service

Issue Date: 2/19/2010/mlz