



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>
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RECRUITMENT & EXAMINATION ANNOUNCEMENT

WORKPLACE FRAUD PROGRAM ANALYST

(IT Programmer Analyst I)

Skilled Service

Announcement # 10-4469-903

SALARY: Grade 16: \$40,048 - \$63,929*

**The salaries referenced above are in accordance with the State of Maryland Executive Order 01.01.2009.11-Fiscal Year 2010 State Employees' Furlough and Temporary Salary Reduction Plan; exact salary to be determined by qualifications and budgetary constraints.*

CLOSING DATE: MARCH 12, 2010

PLEASE NOTE: *This is a position specific recruitment for the Department of Labor, Licensing and Regulation (DLLR). The resulting eligibility list will be used to fill this vacancy only. Applicants certified to this list will remain eligible for a period of one year. Persons interested in future positions of this classification within the State of Maryland must re-apply at that time.*

The Maryland Department of Labor, Licensing and Regulation (DLLR) is accepting applications from qualified candidates for the position of IT Programmer Analyst I in the Workplace Fraud Unit. The incumbent in this position will develop, manage and maintain database systems to track complaints, referrals, and investigations of workplace fraud. Responsibilities will be to design and ensure accurate and efficient data collection for the purposes of preparing comprehensive reports and evaluating the unit. In addition, the incumbent will act as liaison between the Workplace Fraud Unit and the DLLR Office of Information Technology, and will coordinate information sharing with other DLLR divisions, state agencies and the Joint Enforcement Task Force on Workplace Fraud. This position may occasionally provide technical training and administrative support to the unit.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree from an accredited college or university in Information Technology, Computer Science, Management Information Systems, or other information technology related field.

EXPERIENCE: Six months of experience designing, developing, testing, implementing and maintaining applications systems and programs using generally accepted computer programming languages or other developmental tools.

SELECTIVE QUALIFICATIONS*: The six months experience must have been collecting, analyzing, and presenting data using generally accepted database technologies. (*A selective qualification recruitment is conducted for a job or position when there is a specific or additional bona fide occupational qualification (i.e. knowledge, skill or ability)).

The preferred candidate will demonstrate both strong communications ability and advanced programming skills.

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: (Apply to minimum qualifications ONLY.)

1. Candidates may substitute completion of high school or a high school equivalency certificate and eighteen months of experience converting data from project specifications by writing program code using generally accepted computer programming languages or other developmental tools for the required education.
2. Candidates may substitute completion of high school or a high school equivalency certificate and fifteen credit hours from an accredited college or university in systems analysis and applications programming using generally accepted computer programming languages or other developmental tools for the required education.
3. Candidates may substitute experience in one of the following areas: operating computers, scheduling, controlling input and output or maintaining backups or data storage, processing data on computers, evaluating, implementing and maintaining hardware and software, on a year-for-year basis for a high school education.

EXAMINATION: The examination for this recruitment will be an evaluation and rating of the information you provide on your application. Therefore, it is essential that the application is filled out completely and accurately, listing all relevant education/experience and addressing the specific qualifications shown above. All required documentation must be received no later than close of business on the closing date. Successful candidates will be placed on the eligible list categorized as Best Qualified, Better Qualified or Qualified for a period of at least one year.

*****Important** you must complete a Maryland State Application (MS-100). Resumes cannot be substituted for any part of the application. Your application must be completed in its entirety. "See Resume" or "see attached" written on the application is not acceptable.***

TO APPLY: All qualified applicants must submit all the following: A **completed** Maryland State application (MS -100) **and** a copy of your college transcript to verify required coursework. All required documentation must be received no later than close of business on the closing date shown above.

**DLLR Office of Human Resources
Recruitment and Examination Unit
1100 N. Eutaw Street, Room 100
Baltimore, MD 21201
Attn: IT Analyst/ psc**

Applications and all supporting documents must be received in the Office of Human Resources by the close of business on the closing date. Applications received after the closing date will not be accepted. POST MARKS ARE NOT ACCEPTED.

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>.

Department of Labor, Licensing and Regulation (DLLR) 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

Date Issued: 02/19/2010/psc