
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

***THIS IS A MANAGEMENT SERVICE RECRUITMENT FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT,
EMPLOYEE BENEFITS DIVISION IN BALTIMORE.***

RECRUITMENT FOR: PROGRAM MANAGER SENIOR I (10-5482-001)
(List both the title and announcement number on your application.)

SALARY RANGE: \$62,741 - \$100,745 (Grade 23)

CLOSING DATE: Open Until Filled

POSITION DUTIES: The Employee Benefits Division (EBD) is seeking a candidate to be the Director of Fiscal Services. This position reports to the Director of the Employee Benefits Division and will manage and oversee the accounting, budgeting, and auditing functions of the non-budgeted health and related insurance programs for the State Employee and Retiree Health and Welfare Benefits Program as well as EBD's operating budget of approximately \$6.8 million annually. It monitors fund balances of all non-budgeted health plan accounts totaling approximately \$1 billion. This position prepares monthly accounting of healthcare expenditures, completes fiscal year end closing and GAAP statements, monitors the Minority Business Enterprise (MBE) contracts, participates in the procurement of service contracts under the State's health insurance programs, provides support and review of annual employee/retiree premium calculations, assists in the preparation of fiscal notes for benefit related legislation, coordinates and drafts responses to and implementation of Legislative Audit recommendations, responsible for Medicare Part D Retiree Drug Subsidy Program (RDS), and the annual reconciliation of Flexible Spending Accounts for Health and Dependent Care. **This position will serve at the pleasure of the appointing authority.**

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Bachelor's Degree in Accounting or Finance or possession of a CPA License.

Experience: Five years experience in supervisory Accounting functions, MS Excel, employee benefits financing, funding and budgeting and contract management.

ADPICS/R*STARS experience is desired. If you have this experience, please include this information on your job application.

The Preferred Candidate Will:

- Possess excellent oral and written communication skills
- Possess advanced skill level in MS Excel
- Be detailed-oriented and analytical
- Possess strong interpersonal and management skills
- Be able to work in a fast paced environment while meeting multiple priorities and deadlines
- Be willing to work overtime as needed

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). 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 qualifications to be considered for this position. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week.

SELECTION PROCESS: 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. **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: 02/2010/5482/EC