

**RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

- TITLE:** Personnel Administrator II (0392) CD  
(Current vacancy Springfield Hospital Center, Sykesville, Maryland)
- SALARY:** \$45,399 - \$72,857 (Grade 18) Salary reductions may apply per Executive Order 01.01.2009.11 - State Employees' Furlough and Temporary Salary Reduction Plan. See the hiring manager for further details.
- CLOSING DATE:** March 22, 2010
- DESCRIPTION:** This position leads, manages and directs all activities of the Human Resources Department at Springfield Hospital Center. The Human Resources Department is responsible for all aspects of personnel related services and systems utilized at the hospital and provides the expertise and resources necessary to effectively manage and support all phases of human resource operations. This position is considered essential for emergency response and will be required to report to work or remain on the job for such emergencies.

**MINIMUM QUALIFICATIONS:**

- Education:** Possession of a bachelor's degree from an accredited college or university
- Experience:** Four years professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment or selection, employer-employee relations, personnel program evaluation, or personnel policy formulation. Professional personnel management work experience includes 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 guideline regarding standards of conduct and the performance evaluation process, and developing and implementing personnel policies and procedures to meet agency-unique needs.

**Notes:**

1. Thirty graduate semester credits from a 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 up to two years of the required experience.
2. Professional personnel management work experience as defined above may be substituted on a year-for-year basis for up to four years of the required education.
3. Paraprofessional personnel management work experience may be substituted on a year-for-year basis for up to four years of the required education. Paraprofessional management work is defined as work involving the application of public sector procedures, policies rules and regulations to specific employment actions. Appropriate paraprofessional experience should include 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.

**PLEASE NOTE:** This is a **position specific** recruitment. The resulting eligibility list will be used to staff this position or function only. Interested persons need to reapply for any future recruitment for this classification. Applicants certified to this list will remain eligible only for this particular position for a period of one year.

*An Equal Opportunity Employer*

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay service 1-800-735-2258.

**APPLY TO:** DHMH, Off. Of Human Resources' Recruitment & Selection Division, P.O. Box 22330, Baltimore, MD 21203-4330 Submit Maryland State Application - Form MS 100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and education submitted on the MS-100 and therefore, may not require a written test. For Recorded Job Information Call: 410-767-6018.

**Internet address:** <http://www.dhmh.state.md.us/testing/recruit.html>

*(Applicants certified to list will receive eligibility for a period of one year; eligibility may be extended beyond one year period.)*