



S T A T E O F M A R Y L A N D

DEPARTMENT OF INFORMATION TECHNOLOGY

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

ELLIOT SCHLANGER
Secretary

**Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201**

THIS IS A POSITION SPECIFIC RECRUITMENT FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY. LIMITED TO APPLICANTS WILLING TO ACCEPT EMPLOYMENT IN ANNAPOLIS, MARYLAND.

RECRUITMENT FOR: IT Systems Technical Specialist (10-4488-910)
(List both the title and announcement number on your application.)

SALARY: \$48,398 - \$77,701 (Grade 19)
Salary reductions may apply per Executive Order 01.01.2009.11 - State Employees' Furlough and Temporary Salary Reduction Plan. These rates are in effect through June 30, 2010. State of Maryland salary rules apply to current State employees.

CLOSING DATE: March 26, 2010
(Application materials must be received by **4:30 p.m.** on the closing date at the above address).

POSITION DUTIES: This position is responsible for planning, designing, deploying, and maintaining local area networks and information technology systems for the Department of Budget & Management (DBM), Department of Information Technology (DoIT), and the Executive Office of the Governor (EOG). This includes oversight of a Storage Area Network (SAN) and VMware environment. The individual provides expert technical advice and advanced trouble resolution skills for DBM, DoIT, and EOG information technology systems. Additionally, duties include monitoring and documenting network activities.

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Bachelor's degree from an accredited college or university in Computer Science, Computer Information Technology, Management Information Systems or other information technology-related field to include coursework in application, communication, database or operating systems software technology. **(You must mention this coursework on your application to be considered.)**

Experience: Three years of experience designing, developing, testing, implementing and maintaining application, communication, database or operating systems software.

Notes:

1. Graduation from an accredited high school or possession of a high school equivalency certificate and thirty credit hours from an accredited college or university in Computer Science, Computer Technology, Management Information Systems or other information technology-related field to include coursework in application, communication, database or operating systems software technology may be substituted for the required education. (You must list this coursework, with credit hours, on your application to qualify.)
2. Graduation from an accredited high school or possession of a high school equivalency certificate and one additional year of experience designing, developing, testing, implementing and maintaining application, communication, database or operating systems software may be substituted for the required education.
3. Experience operating computer systems; or scheduling, controlling input and output to process data on computer systems; or evaluating, implementing and maintaining computer hardware and software; or converting data from project specifications by developing program code using generally accepted computer programming languages may be substituted for high school education on a year-for-year basis.

DESIRABLE QUALIFICATIONS:

Desirable qualifications include experience and/or familiarity with the following:

- Monitoring and maintaining a VMware environment
- Dell CX Storage Area Network
- Cisco MDS Fabric Switch
- Advanced network troubleshooting skills
- Microsoft Office Professional Suite
- Microsoft Exchange
- Microsoft Windows Server Installation, Configuration and Administering
- Maintaining and Administration of Active Directory
- Microsoft Patch Management
- Symantec Backup Exec
- Symantec End Point Protection
- Maintenance and Administration of Microsoft SMS or Microsoft Center Configuration Manager
- Hardware repair/replacement

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). Please send your application to the address listed above. Sending the application to a different address could result in not being considered. You may also apply online by visiting our website at www.dbm.maryland.gov and going to our "Job Seekers" page. Search under "Current Recruitments".



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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. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent Maryland State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will appear in pending status on the eligible list until documentation has been received that the educational and/or experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. **For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application.** All information used to determine your qualifications must be submitted by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: 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. **All information concerning your qualifications must be submitted by 4:30 p.m. on the closing date. We will not consider information submitted after this date.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You are required to complete a qualifications supplement, which will complement the rating based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

The State of Maryland is an Equal Opportunity Employer.

Issued: 02/2010/4488/mbp

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

✓ Prescription Plan

✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO

✓ Term Life Insurance Plan

✓ Personal Accidental Death and Dismemberment Plan

✓ Long Term Care Plan

✓ FREE Vision Plan

✓ Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

✓ SECU Credit Union

✓ Direct Deposit

✓ Savings Bonds

✓ Maryland Prepaid College Savings Plans

✓ Paid Holidays: 11-12 per year

✓ Annual Leave

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 15 weeks of annual leave per year

✓ Personal Leave: Six days per year

✓ Sick Leave: 15 days per year, unlimited accrual

✓ Compensatory Leave

✓ Military Leave

✓ Leave Bank and Employee-to-Employee Leave Donations

✓ Employee Assistance Program

✓ Flextime and Teleworking opportunities for some positions



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Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.