
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 position-specific recruitment for the Department of Human Resources' (DHR) Office of Technology for Human Services. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in the IT Functional Analyst Supervisor classification will need to reapply.

RECRUITMENT FOR: **IT Functional Analyst Supervisor (10-4501-904)**
(List both the title and announcement number on your application.)

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. These rates are in effect through June 30, 2010. State of Maryland salary rules apply to current State employees.

CLOSING DATE: **March 9, 2010** (Application materials must be received by 4:30 p.m. on the closing date at the above address. **NO POSTMARKS.**)

POSITION DUTIES: This position supervises a unit of IT Functional Analysts within DHR Information Systems (DHRIS). This unit is responsible for the on-going support and system development activities associated with modifications or enhancement to mainframe and web-based applications within DHRIS. DHRIS encompasses the Department of Human Resources' most mission-critical systems, and is the primary information system resource in providing for the delivery of social and community services programs, family assistance, and child support services to some of the most needy and economically disadvantaged citizens of Maryland. This position provides guidance and training to DP Functional Analyst staff, including instructional guidance in administrative and operating policies and procedures; plans, coordinates, assigns, monitors, and evaluates the work activities of the DP Functional Analyst staff responsible for conducting/defining Functional Requirements for the advancement of DHRIS system applications; plans, coordinates, assigns, monitors, and evaluates the work activities of the DP Functional Analyst Staff responsible for conducting User Acceptance Testing (UAT) activities for DHRIS systems; and provides advice, assistance, and guidance to the DP Functional Analyst "Level II System Support" staff working with system users to resolve system issues elevated by DHRIS system end-users through the Level I Help Desk.

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, Human Resources Management,

Information Technology or other related field with specific coursework in the structure and use of automated information systems. **(You must provide an official or unofficial transcript detailing this coursework to receive credit.)**

Experience: Three years of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe computers or large client server platforms.

- Notes:**
- 1) Graduation from an accredited high school or possession of a high school equivalency certificate and two additional years of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe or large client server platforms may be substituted for the required education.
 - 2) Experience responding to and resolving help desk calls from users of computers, or operating computer equipment for the purpose of data entry, word processing, spreadsheet, graphics, database or other applications may be substituted on a year-for-year basis for a high school education.

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. **Application materials must be received by 4:30 p.m. on the closing date at the above address. No Postmarks will be accepted.**

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 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 may be required to complete a qualifications supplement, or the rating may be 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.

Issued: 02/2010/4501/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

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.

