

Martin O'Malley
Governor

Alvin C. Collins
Secretary

Anthony G. Brown
Lt. Governor

Maryland Department of General Services

Administration • Facilities Operations & Maintenance

Facilities Planning, Design & Construction • Procurement & Logistics • Real Estate

RECRUITMENT NOTICE

This is a **position specific recruitment**. The eligible list will be used to fill a position/function within the Department of General Services, Annapolis Public Buildings & Grounds Division. This recruitment will be **limited to applicants willing to work in the Annapolis area**. There is one (1) **part-time** position currently available. Persons interested in vacancies in the Housekeeping Supervisor II classification in other State agencies should apply when those positions are posted.

RECRUITMENT FOR: Housekeeping Supervisor II
Announcement Number #10-0526-902
(List both the title and announcement number on your application)

SALARY: \$11,720 - \$18,187 (part-time) grade 7
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.

CLOSING DATE: Monday, March 15, 2010
Applications must be received by the close of business

POSITION DUTIES: The main purpose of this position is to supervise Building Service Workers. Approves leave cards, assigns work tasks, prioritizes work load, disciplines employees, and oversees that the cleaning in the various buildings is being carried out efficiently and effectively. Work hours may include late afternoon or evening hours. Work location is in Annapolis, MD.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Experience: One year's experience as a Housekeeping Supervisor I in Maryland State service.

OR

Five years of full-time experience in a large scale housekeeping operation at a school, hospital, hotel, or other institution, two years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

Employees are subject to call-in on a 24 hour basis and must provide a telephone number where they can be reached.

Employees are considered Essential and **must** report during regularly scheduled work hours during weather related or other emergencies, or when directed by the supervisor or designee.

RETURN COMPLETED APPLICATION TO: Department of General Services, Personnel Division, 301 West Preston Street, Room 1211, Baltimore, Maryland 21201. **Applications must be received by the close of business on Monday, March 15, 2010.**

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. Therefore, it is essential that you give complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for 12 months.

EXAMINATION: The examination is designed to measure the applicant's skills, knowledge and abilities as they relate to the duties of the position. Report all experience and/or education that is related to this job.

INFORMATION FOR CANDIDATES:

Applications: Applications may be obtained by visiting the Department of Budget and Management, Office of Personnel Services & Benefits website at: www.workformaryland.com; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, MD 21201; or by calling 410-767-4850, toll free: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

Qualifications: You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application, the time you spent in such activities. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

Physical Examination: Eligible candidates may be required to pass a job related physical examination.