



**BUILDING SECURITY OFFICER II**  
**INFORMATION TECHNOLOGY DIVISION**  
**Announcement Number: 10-4024-901**

**This is a position specific recruitment. The resulting eligible list will be used to staff this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.**

**SALARY RANGE: \$28,123 - \$34,196** \*State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010. The equivalent standard salary range is \$28,551 – 34,716.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS: March 11, 2010**

**LOCATION:** Annapolis, Maryland (Anne Arundel County)

**POSITION DUTIES:** This position is responsible for enforcing the physical security policies and procedures for the Annapolis Data Center (ADC) Building, which includes monitoring and controlling access to the ADC Building, monitoring security systems, and maintaining security logs. This position is also responsible for coordinating building maintenance and custodial issues, which includes verifying reports of maintenance or custodial issues and contacting the appropriate agency or contractor to get the issues resolved. Also, this position is responsible for accepting deliveries, which includes verifying that delivered goods match the delivery documentation and signing for deliveries.

**MINIMUM QUALIFICATIONS:**

**Education:** Ability to read and write

**Experience:** Two years of experience in building security work.

**SPECIAL REQUIREMENTS OF THIS CLASSIFICATION:**

1. Employees in this classification are subject to call 24 hours per day and, therefore, will be required to acquire telephone service at their place of residence.
2. Employees in this classification are subject to substance abuse testing in accordance with *Code of Maryland Regulations* 06.01.09: Testing for Illegal Use of Drugs.

**LIMITATIONS:** Must be able to work at the Annapolis office.

**PREFERRED QUALIFICATIONS:**

1. Experience in coordinating building maintenance and custodial issues
2. High school graduate

**SELECTION PROCESS:** Only applicants who meet the minimum qualifications will be considered for this opportunity. Qualifying applicants are subject to an oral interview. Prior to appointment, the employee will successfully undergo a comprehensive background investigation including a review of their criminal, MVA and tax records. Upon initial appointment OR promotion to a position in the State Personnel Management System, an employee is required to serve an initial six month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority.

**EXAMINATION PROCESS:** The examination will consist of a rating of your education, training and experience as documented on your MS-100 and the supporting documentation you submit. **It is essential that you submit complete and accurate information on your application.** Only applicants who document that they meet the minimum qualifications for the position by submitting the required documentation with their employment application [MS-100] will be rated. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

**TO APPLY: Send your completed State application [MS-100] and supporting documentation to the address below by 5:00 p.m. on March 11, 2010.** State applications may be downloaded by going to <http://compnet.comp.state.md.us/Career Information> or [www.dbm.maryland.gov/jobseekers](http://www.dbm.maryland.gov/jobseekers). If you have any questions, please feel free to contact our reception desk at 410-260-7695.

**Gwendolyn Schindler, Office of Personnel Services  
Comptroller of Maryland  
Louis L. Goldstein Treasury Building  
P.O. Box 466, Room 209  
Annapolis, Maryland 21404-0466  
Fax 410-974-5249**

## **An Equal Opportunity Employer**

<ul style="list-style-type: none"> <li>✓ <b>Medical/Health Insurance Plans:</b></li> <li><b><u>PPO Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield PPO</li> <li>▪ United Healthcare PPO</li> </ul> </li> <li><b><u>POS Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield MPOS</li> <li>▪ Aetna Choice POS II</li> <li>▪ United Healthcare Choice Plus POS</li> </ul> </li> <li><b><u>EPO Plans</u></b> <ul style="list-style-type: none"> <li>▪ CareFirst Blue Cross/Blue Shield EPO</li> <li>▪ Aetna Select EPO</li> <li>▪ United Healthcare Select EPO</li> </ul> </li>   <li>✓ <b>Prescription Plan</b></li> <li>✓ <b>Dental Plans:</b> <ul style="list-style-type: none"> <li>▪ United Concordia DPPO</li> <li>▪ United Concordia DHMO</li> </ul> </li>   <li>✓ <b>Term Life Insurance Plan</b></li> <li>✓ <b>Personal Accidental Death and Dismemberment Plan</b></li> <li>✓ <b>Long Term Care Plan</b></li> <li>✓ <b>FREE Vision Plan</b></li> <li>✓ <b>Flexible Spending Accounts:</b> <ul style="list-style-type: none"> <li>▪ Health Care Spending Accounts</li> <li>▪ Daycare Spending Accounts</li> </ul> </li>   <li>✓ <b>State Retirement and Pension System</b> <ul style="list-style-type: none"> <li>▪ Employees are vested in the pension system after five years of employment</li> </ul> </li>   <li><b>Tax-deferred supplemental retirement savings plans:</b> <ul style="list-style-type: none"> <li>▪ 457</li> <li>▪ 403(b)</li> <li>▪ 401(k)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>SECU Credit Union</b></li> <li>✓ <b>Direct Deposit</b></li> <li>✓ <b>Savings Bonds</b></li> <li>✓ <b>Maryland Prepaid College Savings Plans</b></li> <li>✓ <b>Paid Holidays: 11-12 per year</b></li> <li>✓ <b>Annual Leave</b> <ul style="list-style-type: none"> <li>▪ Up to five years of service, 10 days earned per year</li> <li>▪ Five to 10 years of service, 15 days earned per year</li> <li>▪ 10-20 years of service, 20 days earned per year</li> <li>▪ 20+ years of service, 25 earned per year</li> <li>▪ Employees may carry over up to 15 weeks of annual leave per year</li> </ul> </li>   <li>✓ <b>Personal Leave: Six days per year</b></li> <li>✓ <b>Sick Leave: 15 days per year, unlimited accrual</b></li> <li>✓ <b>Compensatory Leave</b></li> <li>✓ <b>Military Leave</b></li> <li>✓ <b>Leave Bank and Employee-to-Employee Leave Donations</b></li> <li>✓ <b>Employee Assistance Program</b></li> <li>✓ <b>Flextime and Teleworking opportunities for some positions</b></li> </ul>
<p><b>* 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.</b></p>	