

This is a position-specific recruitment for **THE DEPARTMENT OF HUMAN RESOURCES' OFFICE OF PLANNING AND PERFORMANCE**. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in the ADMINISTRATOR II classification will need to reapply.

**RECRUITMENT FOR:** ADMINISTRATOR II

**SALARY:** \$42,632 - \$68,250 Salary Grade: 17  
Salary reflects Temporary Salary Reduction through 6/30/2010.

**LOCATION:** Baltimore, MD 21201

**CLOSING DATE:** Completed applications must be received in our office by 5:00 p.m., FRIDAY, MARCH 5, 2010.

**HOW TO APPLY:** Submit a completed State application (MS-100) titled: "Administrator II,"  
Announcement # "10-2587-914" to:

Maryland Department of Human Resources  
Examination Services Unit  
311 W. Saratoga Street, Room 135  
Baltimore MD 21201-3500

**POSITION DUTIES:** This position provides member, logistical, research and public outreach support for the State Council on Child Abuse and Neglect (SCCAN); recruits potential SCCAN members and coordinates their appointment through the Governor's Appointments Office; develops and maintains SCCAN Training Manual; monitors and reports pending state and federal legislation of interest to SCCAN; gathers and disseminates information on Children's Cabinet and Cabinet Agency policy and procedures and other areas of interest to SCCAN; prepares an annual report detailing the work of SCCAN; gathers and disseminates information about national Citizen Review Panel models and methods; builds and maintains SCCAN partnerships with the Citizens' Review Board for Children and the State Child Fatality Review Team to increase the collective impact of the three organizations and to avoid duplication of their efforts; assists SCCAN in publicizing its efforts in the local and regional media; manages and coordinates SCCAN seminars and public outreach events.

**MINIMUM QUALIFICATIONS:** Candidates must possess:

**EDUCATION:** A Bachelor's degree from an accredited college or university.

**EXPERIENCE:** Four years of experience in administrative staff or professional work.

**SELECTIVE QUALIFICATION:** (Candidates must possess for approval)  
One year of the above experience *must* have been within **child welfare** programs.

**NOTES:**

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.

2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

## **LICENSES, REGISTRATIONS AND CERTIFICATES:**

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

## **APPLICATIONS:**

Applications may be obtained by visiting our website at: [www.dhr.state.md.us](http://www.dhr.state.md.us); by writing to DHR/Examination Services Unit, 311 West Saratoga Street, Baltimore MD 21201; by visiting 311 West Saratoga Street, First Floor, Baltimore, MD; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service 1-800-735-2258.

## **QUALIFICATIONS:**

You must possess the minimum and selective 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. 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: 2/10/2587/SW

## 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 days 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.