



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

## **RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

**This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the DJS Youth Center Cook Lead job classification must reapply at that time. Please see information about where to apply on back of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.**

**POSITION TITLE:** DJS Youth Center Cook Lead  
Announcement Number 11-2617-900  
(List the job title and announcement number on your application)

**SALARY:** \$34,113 - \$53,944 (Grade 13)

**LOCATION:** Garrett County, MD

**Limitation on Selection: Must be a current DJS employee**

**CLOSING DATE:** July 20, 2011

**POSITION DUTIES:** The Department of Juvenile Services currently has a vacancy for DJS Youth Center Cook Lead at Backbone Mountain Youth Center located in Garrett County, MD. The position will prepare and serve attractive and nutritionally balanced meals within budgetary limitations and supervise clean-up and maintenance of kitchen and dining areas. The position will be responsible for the supervision of all youth assigned to the kitchen and dining areas, as well as maintaining program continuity of care, treatment, discipline, and good order of the Youth Center and includes the supervision of all Youth Center Cooks I and II. This position is totally responsible for rendering dietary services within a Youth Center setting for approximately 45 youth, plus staff and youths in transit.

### **MINIMUM QUALIFICATIONS:**

**Education:** High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

**Experience:** Two years of experience supervising youth in the preparation and serving of meals in a juvenile facility or juvenile services community program for at-risk youth.

**Note:** The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.

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

1. Candidates must be fully certified by the Maryland Correctional Training Commission

prior to appointment and are required to maintain certification while employed.

2. 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.

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:  
U.S. Citizenship or Resident Alien status  
Must be at least 21 years of age  
A thorough background check, including fingerprinting and drug testing  
An oral interview, and  
Physical and psychological examinations.
2. Employees in this classification may be subject to call 24 hours a day and, therefore, may be required to provide the employing agency with a telephone number where the employee can be reached.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

**SELECTION PROCESS AND ASSESSMENT:** Applicants who meet the minimum qualifications and limitation on selection will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. 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. 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 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) lists for at least one year.

**BARGAINING UNIT STATUS:** The incumbent in this position is a member of a covered bargaining unit and will be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

**TO APPLY:** Applications may be obtained at: [www.dbm.maryland.gov](http://www.dbm.maryland.gov). Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application for DJS Youth Center Cook Lead with appropriate announcement number must be received at the address listed below by the closing date:

**Maryland Department of Juvenile Services  
Recruitment & Examination Division  
One Center Plaza**

**120 W. Fayette Street  
Baltimore, MD 21201**

Equal Opportunity Employer  
Appropriate accommodations for individuals with disabilities are available upon request by calling:  
410-230-3282

For recorded job information call: 410-230-3487

## 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.