



## **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 Personnel Administrator II job classification must reapply at that time. Please see information about where to apply on the second page of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.**

**POSITION TITLE: Personnel Administrator II  
(Deputy Director of Human Resources)**

**Announcement Number: 11-0392-912**

(List the job title and announcement number on your application.)

**SALARY: \$46,563 - \$74,725**

**CLOSING DATE: August 15, 2011**

**POSITION DUTIES:** The Department of Juvenile Services currently has a vacancy for Personnel Administrator II located at **120 W. Fayette Street in Baltimore City, MD**. This position performs highly responsible, professional level, supervisory and managerial work as the Deputy Human Resources Director for the Department of Juvenile Services (DJS). The Deputy serves as the DJS technical expert and final authority to over 2,100 employees on employer-employee relations, labor-management relations, collective bargaining, leave administration and health and retirement benefits. The Deputy is responsible for direct and indirect supervision of staff assigned to the Office of Human Resources (OHR). The Deputy is responsible for developing training courses and manuals, pamphlets, charts, template letters and memoranda pertaining to employer-employee relations, internal investigations, disciplinary process, and collective bargaining and for delivering training to all levels of employees. The Deputy represents management on the Labor Management Committees and functions as the Director of Human Resources in the Director's absence. The Deputy provides input into management of the Human Resources budget of over \$2,000,000.

### **MINIMUM QUALIFICATIONS:**

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

**Experience:** Four years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation or personnel policy formulation. Professional personnel management work experience includes creating eligible lists, developing position selection plans, conducting recruitment efforts, performing job analysis and evaluation to determine appropriate classification and salary; interpreting and applying the State Personnel Management System laws, rules, regulations, and standards, reviewing requests for disciplinary actions and recommending appropriate resolution, representing management at hearings and grievances, providing advice and guidance regarding standards of conduct and the performance evaluation process, and developing and implementing personnel policies and procedures to meet agency-unique needs.

Notes: 1. Thirty graduate credit hours from an accredited college or university in the fields of personnel administration, human resources management, business administration, public

administration, statistics, tests and measurements, or psychology may be substituted for up to two years of the required experience.

2. Professional personnel management work experience as defined above may be substituted on a year-for-year basis for up to four years of the required education.
3. Paraprofessional personnel management work experience may be substituted on a year-for-year basis for up to four years of the required education. Paraprofessional management work is defined as work involving the application of public sector procedures, policies rules and regulations to specific employment actions. Appropriate paraprofessional experience should include responsibility for activities such as preparing and maintaining employment records, calculating salaries, applying and interpreting rules and policies, preparing personnel-related reports, counseling employees regarding benefits and obligations and responding to inquiries concerning employment actions.
4. For employer-employee relations positions applicants may substitute the possession of a Juris Doctor or equivalent degree from an accredited school of law for the required experience. (Applicants possessing a Juris Doctor degree do not need the experience required in selective qualifications.)

**SELECTIVE QUALIFICATIONS:** Applicants must meet this selective qualification to be considered. Include clear and specific information on your application regarding these qualifications.

- ❖ Two years of the required experience must have been in professional employee relations work.

**Preferred Qualifications:** Please address the following on your job application. This information will be used in the rating of your application.

1. Experience in employee relations with other Maryland State agencies.
2. Knowledge of SPPA and COMAR.
3. Coursework from an accredited law school in administrative hearings and employment law.
4. Experience training management and employees in employee relations.
5. Experience supervising staff.
6. Excellent analytical, writing and presentation skills.

**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.

**SELECTION PROCESS AND ASSESSMENT:** Applicants who meet the **minimum qualifications and selective qualification** will be admitted to the evaluation for this position. 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) list for at least one year.

**TO APPLY:** 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 (MS-100) for Personnel Administrator II 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**

## 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 10 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.

