

2-22-2008

Please mail your completed State application to:  
OPSB Recruitment & Examination Division, Room 501  
301 W. Preston Street, Baltimore, MD 21201

**THIS IS A POSITION SPECIFIC RECRUITMENT FOR THE STATE BOARD OF ELECTIONS IN ANNAPOLIS, MD. THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL THIS POSITION/FUNCTION ONLY. PERSONS INTERESTED IN FUTURE VACANCIES IN THE ADMINISTRATOR I CLASSIFICATION WILL NEED TO REAPPLY.**

**LIMITED TO APPLICANTS WILLING TO ACCEPT EMPLOYMENT IN ANNAPOLIS, MD.**

**RECRUITMENT FOR: ADMINISTRATOR I  
(08-2586-969)**  
(List both the title and announcement number on your application.)

**SALARY: \$40,268 – \$64,282**

**CLOSING DATE: FEBRUARY 29, 2008**

**POSITION DUTIES:** The employee will be responsible for election administration improvements related to the training of election officials (including poll workers) and overseeing the administration of a federal grant to assure access for individuals with disabilities to the election process. The federal Help America Vote Act of 2002 authorized federal funds for states to improve election administration, and this position is part of the agency's response to the law.

**MINIMUM QUALIFICATIONS:** Each candidate must have:

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

**Experience:** Six years of experience in administrative or professional work. One year of this experience must have involved the supervision of other employees or exercising responsibility for program development.

**SELECTIVE QUALIFICATIONS:**

1. Three years of administrative or professional experience in public administration managing a division or unit of State or local government.
2. One year of experience in establishing and implementing training programs, developing training manuals and curricula for adult learners, and experience developing standards for determining the effectiveness of training and assessing performance.

3. Employees in this classification are required to be registered voters in the State of Maryland in accordance with the Election Law Article, Section 2-207(d).
4. Employees in this classification may not hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State in accordance with the Election Law Article, Section 2-301(b).

## **DESIRABLE QUALIFICATIONS**

Detail oriented, good organizational skills, good supervisory skills, and good oral and written communications skills. Experience in researching and interpreting laws and regulations is desirable.

- Notes:
1. Additional experience in administrative 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 for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.
  3. Candidates appointed to positions 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.

**TO APPLY:** Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered.

**APPLICATIONS:** Applications may be obtained by visiting our website at: [www.dbm.maryland.gov](http://www.dbm.maryland.gov); by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 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 State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will not appear on eligibility lists until documentation has been received that the educational and 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. 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 assessment may 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.

## BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:

✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- MLH-Eagle (MAMSI)

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- M.D. IPA Preferred
- Aetna QPOS

HMO Plans

- CareFirst Blue Cross/Blue Shield
- Blue Choice
- Optimum Choice (MAMSI)
- Kaiser Permanente

✓ Prescription Plan

✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO
- Dental Benefit Providers 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)
- 401(a) match plan

✓ 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 State service, 10 days earned per year
- Five to 10 years of State service, 15 days earned per year
- 10-20 years of State service, 20 days earned per year
- 20+ years of State 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. 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.