



Position Announcement: 10-6612-925
Job Title/Code: PERSONNEL ADMINISTRATOR I/6612 (Special Appointment)
(Director of Human Resources)
A position specific recruitment for the Maryland Lottery Agency.

LOCATION:	Baltimore Metropolitan Area	SALARY:	\$42,632 - \$68,250 (Temporary Salary Reduction through June 29, 2010)
ISSUED:	November 5, 2009	CLOSING DATE:	Open until filled

NATURE OF WORK:

This is the supervisory level of work in the administration of State personnel programs. This position will manage and supervise the Lottery's Human Resources Department which includes recruitment, classification coordination, the processing of personnel transactions, employer/employee relations, staff development and training. The position will also administer and coordinate other related programs including health benefits, retirement coordination, and supplemental retirement.

POSITION DUTIES:

Interprets and applies various provisions of the State Personnel Management System, including law, regulation, policies and guidelines. Counsels or renders expertise to employees, supervisors managers and senior staff to ensure compliance with federal and state laws, regulations, policies and guidelines.

Direct the work, establish work priorities, supervises and evaluates the performance of Human Resources staff. Recruits and selects Human Resources staff, approves leave, authorizes necessary overtime, and initiate disciplinary action when appropriate.

Manages the recruitment process for Agency positions, including positions in the Skilled, Professional, Management Services, Special Appointments and Contractual positions, in accordance with guidelines established by the Department of Budget and Management. Advises managers on different recruitment options and ensure that recruitment activity follow federal and state law.

Oversees the Performance Planning and Evaluation Process (PEP) by instructing, training and advising managers and employees of the proper components of the program. Review of Agency-wide evaluations to ensure consistency and equity.

Supervises the initial review of classification and compensation request to determine the viability of moving the request to the Classification and Salary Division of the Department of Budget and Management and completing the required documentation to facilitate the study of the position.

Manages other related Human Resources functions including processing of health and retirement benefits, leave programs (e.g. Family and Medical Leave Act and Leave Bank); and appropriate application of Accident Leave and related workers' compensation benefits. The position is also delegated to participate in the Collective Bargaining process and the representation of management at grievance conferences and hearings.

MINIMUM QUALIFICATIONS:

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

Experience: Four years of professional personnel work in the areas of 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

Position Announcement: 10-6612-925
Job Title/Code: PERSONNEL ADMINISTRATOR I/6612 (Special Appointment)
(Director of Human Resources)
A position specific recruitment for the Maryland Lottery Agency.

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.

Note: 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.

Note: 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.

Note: 3. Paraprofessional 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.

Note: 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 education.

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.

APPLICATION PROCEDURES: Applicants **must complete** a State of Maryland MS-100 application and send it to the address below. You may include your resume: however your resume cannot be substituted for a completed application. ***To be considered, applications must be received by the closing date.*** Please include the title of the position for which you are applying, as well as the announcement number on your state application. (MS-100). Applications may be obtained from the Maryland State Lottery Agency's Human Resource Division or by visiting the DBM website: www.dbm.maryland.gov. **Applicants will be rated based on their description of job duties and responsibilities. Applicants should be thorough in completing this requirement.**

QUALIFICATION: You must possess the minimum 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 within six months of the dates of the assessment. However, such candidate will not appear on eligibility list until documentation has been received that the educational and experience requirement have been met. Credit may be given to 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 received by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

Interested applicants must complete an MS 100 application and submit to:

Michael A. Faulkner, Director of Human Resources
Maryland State Lottery Agency
1800 Washington Blvd., Suite 330
Baltimore, MD 21230

THE MARYLAND STATE LOTTERY AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER