



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**OFFICE OF THE DEPUTY SUPERINTENDENT FOR SCHOOL EFFECTIVENESS**  
**JUVENILE SERVICES EDUCATION SYSTEM**

January 18, 2019

**POSITION TITLE:** Administrative Officer II, Juvenile Services Education System  
Human Resources Liaison

**POSITION NUMBER:** 224824 (JobAps #19-006304-0001)

**SALARY:** State Salary Grade 14  
Annual Salary Range: \$39,658 - \$62,925

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a professional position serving as a human resources (HR) Liaison responsible for providing independent judgment and discretion applying HR policies and guidelines involved in Juvenile Services Education (JSE) staffing needs, including but not limited to reviewing applications to assist in ranking candidates, providing recruitment and employment services, compiling staff-specific information, and interpreting and applying regulations, policies, and procedures.

**DUTIES AND RESPONSIBILITIES:** Assists with developing job advertisements for JSE specific postings; provides support with developing scoring criteria and screening JSE Staff applicants; coordinates new employee Division orientation and initial JSE Program training; maintains tracking system to ensure recruitment and retention incentives are processed correctly; expedites recruitment processes and schedules trained, available staff for conducting interviews; schedules interviews and interview locations; completes recruitment and hiring documentation and maintains recruitment tracking files; maintains up to date staffing lists and vacancy reports; revises and updates job descriptions; assists with determining overall program needs for substitute services.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Bachelor's degree from an accredited four-year college or university with course work in Human Resources, Business, Public Administration, or a related area.

**EXPERIENCE:** Two (2) years' experience in administrative or professional work that includes office management. Professional or para-professional human resources experience in recruitment, training, or similar experience is desirable. Experience working with automated HR applicant tracking systems is also desirable.

**Notes:**

1. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience.
2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

**ESSENTIAL  
REQUIREMENTS:**

Knowledge of the practices associated with human resources and staffing; knowledge of HR functions and office practices; knowledge of a variety of computer software systems (on-line employment application systems a plus); skill in organizing and completing multiple tasks with close attention to detail; skill in interpreting and summarizing information; skill in applying various methodologies and deciding among several solutions; skill in communicating clearly and effectively; ability to collaborate with HR staff to determine and apply screening criteria for credentialed professionals; ability to exercise sound judgment in resolving staffing and credential inquiries; ability to establish and maintain effective harmonious working relationships.

**PROCEDURE FOR  
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Administrative Officer II, Juvenile Services Education System Human Resources Liaison #224824 - JobAps #19-006304-0001**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *occasional travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment. Per the Maryland State Education Article this position is designated as a professional assistant position and special appointment.

**CLOSING DATE:**

For immediate consideration, please submit your application by **February 01, 2019** deadline – Open until filled.