



## **Recruitment and Selection Analyst**

(Personnel Officer I) Position Specific & Selective Qualification Recruitment

Open to all qualified candidates

\*Bilingual applicants are encouraged to apply

Salary Range: \$36,280-\$57,567 (based on qualifications)

Closing Date: **August 5, 2009** (no postmarks or faxed copies accepted)

Location: Human Resources (Glen Burnie, MD)

This list of eligibles will be used to fill the current vacancy located at the MVA. You must re-apply for future vacancies for this classification.

**Excellent benefits include:** 10 days vacation, 15 days sick leave; 10 paid Holidays; and 7 personal leave days annually; generous health insurance, vision care, dental plan, prescription plan all with employer contribution, flexible healthcare and childcare flex accounts; pension system, supplemental retirement program, 401K, and death benefits.

The Motor Vehicle Administration (MVA) is seeking a dynamic professional to join the Human Resources team located at MVA Headquarters. This position will function in the Recruitment Unit. The primary responsibilities will include but are not limited to: recruiting for MVA unique classifications; designing job announcements and advertisements; planning recruitment strategies; reviewing applicants for minimum qualifications; scoring employment examinations; and advising managers on staffing policies and procedures. This position will work with a team of other human resources professionals.

### **Minimum Qualifications:**

Education: Possession of a Bachelor's Degree from an accredited college or university.

Experience: \*Two years of professional personnel work in **employment recruitment and selection** (e.g., designing job announcements, screening for education and experience requirements, scoring examinations, planning recruitment strategies, etc.)

### Notes:

1. Thirty graduate semester credits from a college or university in the fields of personnel administration, business administration, public administration, statistics, tests and measurements, or psychology may be substituted for one year of the experience.
2. Paraprofessional or professional personnel management work experience may be substituted on a year for year basis for up to four years of the required education.

\*Selective Qualification recruitments are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skills or abilities).

### **Ideal candidate will have the following:**

- Knowledge of principles and procedures for personnel recruitment and selection
- Experience advising management on staffing procedures
- Excellent time management and organization skills
- Ability to work in a team environment effectively
- Excellent communication and interpersonal skills
- Experience and/or knowledge of other areas of HR a plus

Applicants with degrees granted outside of the United States will be required to provide a written evaluation documentation of education by a credentialing organization such as:

World Education Services Tel: 1-212-966-6311 or 1-800-WES-3895 <a href="http://www.wes.org">http://www.wes.org</a>	American Association of Collegiate Registrars & Admissions Officers (AACRAO) International Education Services Tel: 202-296-3359 <a href="http://www.aacrao.org/international/">http://www.aacrao.org/international/</a>
International Consultants of Delaware 302-737-8715 <a href="http://www.icdeval.com">http://www.icdeval.com</a>	
National Association of Credential Evaluation Services member <a href="http://www.naces.org">http://www.naces.org</a>	

**To Apply:** Submit a completed DTS-1 application form, detailing relevant work history. Applications (DTS-1 forms) must be complete and accurate at the time of submission. Incomplete applications will not be considered. Resumes in lieu of the completed application form (including the work history section) will not be accepted. Applicants will not be contacted for additional information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore, it is important that you provide complete and accurate information. Applicants not applying online may obtain an application form (DTS-1) through the following ways: Download the form at <https://jobs.md.state.md.us>, by calling the Fax-On-Demand at (410) 424-3050 and selecting option 2 (two), or visiting any MVA branch location. Applications not submitted online must be sent to: **Human Resources Division, Motor Vehicle Administration, 6601 Ritchie HWY, NE, ROOM 101 Glen Burnie, MD 21062.**

All applications not submitted online must be received in the Human Resources office by 4:30 PM on or before the closing date. Applications submitted online must be received by 11:59 PM of the closing date.

Qualified applicants will be subject to background and reference checks. Employees are subject to the State Substance Abuse Policy to include possible drug testing. MVA is a drug free workplace. Reasonable accommodations for persons with qualified disabilities will be provided upon request.

MD Relay: 1-800-201-7165

TTY: 1-800-492-4575

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