

### Opportunities for I-O Students at MDOT SHA

There are currently 2 contract positions opening up at the State Highway Administration (SHA).

Department: Maryland Department of Transportation  
 Agency: State Highway Administration  
 Office: Office of Administration-Human Resources  
 Division: **Classification & Compensation Division**  
 Supervisors: **Ms. Lynn Neumann**, *Division Chief* of Classification & Compensation Division  
**Ms. Christine McEleney**, *Assistant Division Chief* of Classification & Compensation Division

### About the positions

**HR Business Partner/Compensation Analyst (Full Time)** Contractual ~ 40 hours/week)

- 50% of the duties involve personnel/classification tasks.
- 50% of the duties involve strategic I-O “special” projects.

**HR Business Partner/Compensation Analyst (Part Time)** Contractual ~ 20 hours/week)

- 80% of the duties involve personnel/classification tasks.
- 20% of the duties involve strategic I-O “special” projects.

### Examples of Work Tasks (May Include, but not Limited to...)

<b>Classification/Personnel Duties:</b>	<b>Strategic I-O Duties:</b>
<ul style="list-style-type: none"> <li>• Study and verify the duties/responsibilities of positions through review of position description forms, position histories, organizational charts, and prior studies; audits; and interviews with management, for purpose of analysis.</li> <li>• Identify key issues of inequities in salary, organizational structure, or assigned duties, for purpose of evaluation</li> <li>• Review and interpret specifications and supplemental standards in order to discuss with relevant parties and to evaluate conformity of job function.</li> <li>• Select and apply the appropriate evaluation methodology (classification, TS factor comparison, or the various point factors to include PAM) in order to determine proper classification and/or salary level for positions in TSHRS.</li> <li>• Prepare written reports which document the purpose of the study, background, analysis, evaluation, and recommendations, as well as viable alternatives to rectify problem situations.</li> <li>• Conducting job analyses to aid in job spec and job description revisions. Perform a variety of statistical analyses using SPSS or Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting in implementing a new Agile HR culture at SHA by offering expertise and guidance to leaders and supervisors.</li> <li>• Updating management and personnel on current trends and topic in I/O and business literature</li> <li>• Research and develop expertise in effective business strategies beneficial to achieving the SHA mission and goals</li> <li>• Advise management on solutions to critical issues by use of analysis, empirical research, and evidence based strategies</li> <li>• Recommend effective strategies and solutions to management to solve specific and pressing issues</li> <li>• Conducting vacancy report analysis to determine key issues in the vacancy management system, process, and trends</li> <li>• Develop training materials (manual, workshops, programs) to be distributed to necessary departments or teams</li> <li>• Prepare and deliver reports detailing analysis and findings or request for proposals (RFPs) to management</li> <li>• Communicating with and clarify information for all departments or divisions that may be impacted by the implementation of a new strategy or methodology recommended by the management consultant team.</li> <li>• Manage and coach interns by organizing and prioritizing work tasks.</li> </ul>

All persons interested in the positions can send their resume and/or questions to Alyssa Gradus at [Agradus@sha.state.md.us](mailto:Agradus@sha.state.md.us)

**Alyssa will forward your resume to the Classification & Compensation supervisors.**

**Ms. Lynn Neumann will get in touch with you to set up interviews.**

Thank you kindly.