



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Jr. Human Resources Business Partner (Personnel Officer II)

SALARY: \$43,669.00 - \$69,505.00 Annually

OPENING DATE: 01/15/20

CLOSING DATE: 01/30/20 11:59 PM

DESCRIPTION:

**Maryland Department of Transportation State Highway Administration (Contractual)
Jr. Human Resources Business Partner (Personnel Officer II)
Grade 15 (2939) SP# 20-20-03**

YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION

<http://agency.governmentjobs.com/mdotmd>

This is a contractual position, which offers some state paid benefits.



The Maryland Department of Transportation State Highway Administration (MDOT SHA) is recruiting for a contractual **Jr Human Resources Business Partner (Personnel Officer II)** position in the Office of Administration (**Baltimore City**). This recruitment is open to anyone who meets the **minimum qualifications** listed below by the closing date.

This position serves the function as a Junior Human Resource Business Partner at MDOT SHA. Incumbents will be assigned high level human resource (HR) projects and will use the principles of Industrial Organizational psychology and Business Management to identify solutions. These HR projects will challenge the highest levels of management on their personnel processes.

Incumbents in this position are regularly tasked with solving HR related problems, that extend the scope of everyday Employee Services, Classification, and Recruitment challenges and enter the realm of Administrative wide changes that do not fit within one portion of HR. To meet these needs, incumbents will learn to implement long-range selection and retention plans, establish procedures to select candidates per TSHR policy, create new Offices, Divisions, and positions needed to have a long term positive impact on the Administration, and share their ideas and solutions to establish new HR strategies across MDOT SHA. These positions will utilize data analysis methods to make strategic

decisions regarding project goals and action plans which will be presented through technical reports.

QUALIFICATIONS:

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Two and one-half (2 1/2) years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation, or personnel policy formulation.

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.

Preferred Qualifications: The ideal candidate will have an advanced degree in Business or in Industrial and Organizational Psychology with course work in at least one of the following areas: Organizational Development, Job Analysis, Personnel Assessment, Multivariate Statistics, Employment Law, Change Management.

ADDITIONAL INFORMATION:

TO APPLY: All applicants must submit an application online at <http://agency.governmentjobs.com/mdotmd> (use of this option allows the application to be saved). Resumes **will not** be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in the online DTS-1 application form. You may refer to a resume **only** to expand on information offered in the body of the online DTS-1 application.

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate 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.

If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

The incumbent in this position will not be a member of a collective bargaining unit.

Please Note: The Maryland State Highway Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applications must be submitted online by the closing date.

If you have any questions, please contact the Recruitment and Examination Division at the number(s) listed below:

410-545-5554 or 1-877-743-9311

Appropriate auxiliary aids and services for individuals with disabilities will be provided upon request. Please call at 410-545-5554 or the Maryland Relay Service at 1-800-735-2258. SHA is an EQUAL OPPORTUNITY EMPLOYER and is committed to complying with the letter and spirit of the Americans with Disabilities Act.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SHA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issued 1/15/20

Jr. Human Resources Business Partner (Personnel Officer II) Supplemental Questionnaire

- * 1. Do you have a bachelor's degree from an accredited college or university?
Yes No

- * 2. Do you have two and one-half (2 1/2) years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation, or personnel policy formulation?
Yes No

- * 3. If you answered yes to the above question, please describe experience in the box below. Provide position title, employer, and dates of employment. This information must be reflected in your application. If you do not possess this experience, please type "N/A".

- * Required Question