



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Classification and Compensation Specialist (HR Analyst I)

SALARY:	\$42,717.00 - \$69,134.00 Annually
OPENING DATE:	03/1/22
CLOSING DATE:	Continuous
DESCRIPTION:	

Open Recruitment
Open Until Filled

Job Specific Recruitment

If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

The HR Specialist I performs professional work in the administration of Maryland Department of Transportation (MDOT) personnel programs. Employees in this position will specialize in the specific personnel management function of **classification and compensation** but may assist other functions of personnel management as needed.

This position will function as a **Classification and Compensation Specialist** interpreting and applying the Transportation Service Human Resources System (TSHRS) rules, regulations, and standards related to classification and salary by: analyzing and evaluating reclassification actions and acting capacity issues and requests; revising class specifications; making technically sound recommendations concerning class and salary actions, standards and practices; and acting as a technical resource for employees and supervisors.

Job duties include, but are not limited to the following: analyzing and evaluating requests for position reclassifications and acting capacity pay by interpreting and applying job evaluation standards and procedures; providing daily correspondence to internal and external customers by advising and interpreting related policies, practices and procedures; conducting interviews and site visits to gather information regarding reclassification requests; participating in salary studies by conducting research and compiling data; and performing administrative support tasks, and other related job duties as assigned.

The current vacancy exists at the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) at the Baltimore Washington International Thurgood Marshall Airport in Anne Arundel County, MD. Please note that the MDOT MAA position is a *PART-TIME and hybrid position*.

The eligible list produced from this recruitment may be used to fill similar HR Analyst I vacancies in Classification and Compensation throughout the Maryland Department of Transportation.

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits](#)

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

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

Experience: One year (1) of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employment services and benefits, employer-employee relations, HR program evaluation, or HR policy formulation. ***One (1) year of this experience must have included experience in at least one of the following areas: job analysis, job evaluation, or conducting salary studies.**

**This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill, or ability).*

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 for which you are applying.

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.

Notes:

1. Thirty graduate semester credits from a college or university in the fields of HR administration, business administration, public administration, statistics, tests and measurements, or psychology may be substituted for one year of experience.
2. Paraprofessional HR experience or professional HR management work experience may be substituted on a year for year basis for up to four years of the required education.
3. Candidates may substitute equivalent U.S. Armed Forces military service experience on a year for year basis for the required education and experience.

LICENSES & CERTIFICATIONS:

Candidates appointed to positions in these classifications 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.

ADDITIONAL INFORMATION:

TO APPLY: You must complete a MDOT employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **No paper applications will be accepted.**

Selected candidates may be subject to background and reference checks.

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

The Maryland Department of Transportation 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 H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT 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.

Issue Date 3/1/22

Classification and Compensation Specialist (HR Analyst I) Supplemental Questionnaire

* 1. Do you have at least one (1) year of experience in at least one of the following areas: job analysis, job evaluation, or conducting salary studies?

Yes No

* 2. If you answered 'yes' to Question #1, please provide details regarding this experience. Please include the name of the employer, job title, dates of employment in months and years (i.e., 6/2012 - 8/2016), and whether this was part-time or full-time work. This information must also be reflected in your application. If you answered 'no', please type 'N/A'

* Required Question