



Treasury Professional I – Human Resources

Recruitment # 23-005646-0001

Hiring Salary: Grade 17 \$57,467 – \$83,760

Growth Potential Up To \$92,290 / Salary Guidelines Apply for State Employees

Closing Date: February 2, 2023

Are you a Human Resources Professional looking for a one-of-a-kind opportunity? Working for the State of Maryland, Office of the State Treasurer, can provide:

- *An opportunity to understand and support human resources management for agency divisions that carry out back office financial operations of State government;*
- *A diverse work arena to build a comprehensive skillset in all areas of Human Resources through professional development and hands-on experience; and*
- *A pathway for a stable, progressive career in State government personnel management.*

The State Treasurer is a Constitutional Officer in the Executive Branch of Maryland state government who is elected by the General Assembly of Maryland. The constitutional and statutory provisions relating to the duties of the Office of the State Treasurer can be found in Articles I, III, V, VI, and XII of the Maryland Constitution; Title 5 of the State Government Article; and Titles 2 and 6-9 of the State Finance and Procurement Article. The Treasurer's responsibilities are core to the financial operations of the State – we are the State's money-keepers, money-makers, and money-movers. Our agency is relatively small, with a professional staff of fewer than seventy-five, but our mission is vital. Employees in the Treasurer's Office work directly with key officials in the financial sector as well as top agencies across State government. The agency falls under the personnel jurisdiction of the State Personnel Management System, and is exempt from collective bargaining by Executive Order.

This position will be responsible for day-to-day generalist functions in the Human Resources Division of the State Treasurer's Office. The incumbent will become familiar with the unique fiduciary responsibilities of our agency in order to understand inherent relationships when performing HR and administrative functions. In addition to HR functions, this position may also perform Treasury-related support functions as needed.

The Treasury Professional I classification is one level in a non-competitive promotion series, in which an employee may advance in grade and class level from intermediate to a full performance, Treasury Professional II through work experience and competency. Continued growth opportunity is also possible over time in advanced and managerial HR work.

MINIMUM QUALIFICATIONS (required):

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Four years of experience in business administration, office management, finance, accounting, economics, or related field.

Notes:

1. Candidates may substitute education from an accredited college or university or nationally recognized industry certification program, at a rate of thirty credit hours for each year of experience, for up to two years of the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in financial administration and program classification or financial administration specialty codes in the accounting and budget group field of work on a year-for-year basis for the required experience.

SELECTIVE QUALIFICATION:

Two of the required years of experience must be in Human Resources related fields involving analysis and application of personnel laws, regulations and guidelines.

PREFERRED QUALIFICATIONS: (additional consideration will be given to candidates possessing the following:

- Experience with the State Personnel Management System
- Experience with Workday or other comparable Human Resource Information Systems
- Experience with recruitment and online recruitment/applicant tracking systems
- Experience with job classification and compensation rules and evaluations
- Experience administering performance evaluation programs for an employer
- Experience creating and preparing management level reports
- Experience with timekeeping and leave rules and online systems
- Experience with employee-employer relations

SELECTION PROCESS: Applicants who meet the minimum and selective qualifications will be admitted to examination for this classification. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for one year.

EXAMINATION: The examination may consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, *it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.*

LIMITATIONS ON SELECTION: Applicants must be willing to work in the Annapolis area.

SPECIAL REQUIREMENTS: Candidates will be subject to a background investigation to include credit and criminal history.



WHY WORK FOR THE STATE OF MARYLAND?

- Job stability and pinnacle experience (we are a Constitutional Office)
- Work-life balance
- Ability to make your mark through public service
- Predictable hours and hybrid teleworking schedules
- Paid holidays 12-13 per year
- Generous paid leave package (annual, sick, personal and compensatory leave)
- State Pension ("defined benefit" plan)
- Tax-deferred supplemental retirement savings plans (401(k) and 457)
- Free parking
- Comprehensive, subsidized health, dental and prescription plans with little to no deductibles, free generic prescriptions, and free preventative health services
- Flexible Spending Account plans for Health Care and Daycare
- State Employees Credit Union
- Direct Deposit

TO APPLY:

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Go to <https://jobapscloud.com/MD/> to apply. Please upload a current copy of your resume with your application.

Electronic application is strongly preferred; however, if you do not have access to a computer, you may send a copy of your resume by email to hr@treasurer.state.md.us or fax to 410-260-4090.

Any questions regarding this recruitment or the recruitment process may be directed to the State Treasurer's Office, Human Resources Office, at 410-260-7078.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: Call via Maryland Relay