



Maryland
STATE
TREASURER

Investing for Maryland's future.

TREASURY SPECIALIST III

PERSONNEL & ADMINISTRATION

SALARY GRADE 15 \$50,709 – \$80,992

(SALARY RULES APPLY FOR STATE EMPLOYEES)

JOB ANNOUNCEMENT NUMBER: 22-002745-0003

OPEN UNTIL FILLED

LIMITED TO STATE OF MD EMPLOYEES ONLY

*This is a skilled service **Position Specific Recruitment** for the MD State Treasurer's Office in Annapolis, MD. The resulting eligible list will be used to fill this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.*

The constitutional and statutory provisions relating to 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.

This position is 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 the agency in order to understand inherent relationships when performing HR and administrative functions. In addition to HR functions, this position performs Treasury-related support functions as designated by the Director of Operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Possession of a bachelor's degree from an accredited four year college or university including or supplemented by at least 18 credit hours in accounting, business administration or equivalent business subjects.

Experience: Three years of employment in responsible public administration, business administration, and/or accounting or auditing.

OR

Education: Graduation from a standard high school, including or supplemented by 18 credited hours in business administration, accounting, or equivalent business subjects.

Experience: Seven years of experience as defined above.

Note: Candidates may substitute U.S. Armed Forces military service experience as a 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 and education.

SELECTIVE QUALIFICATIONS (also required)

- Two of the required years of experience must be in professional HR experience involving analysis and application of State Personnel laws, regulations and guidelines.

PREFERRED QUALIFICATIONS (not required)

- Experience with Workday
- Experience with recruitments using JobAps
- Experience with classification and compensation
- Experience with the State's Performance Evaluation Program
- Experience with creating and preparing management level reports
- Experience with State timekeeping and leave keeping rules
- Experience as State Agency Benefits Coordinator
- Experience as State Retirement Coordinator
- Experience with State Financial Disclosure Program
- Experience with employee relations

Special Requirements: Candidates will be subject to a background investigation including criminal & credit history.



Limitations on Selection: Limited to State employees with valid certification in State Personnel Management System policies and procedures from the Office of Personnel Services & Benefits, MD Dept of Budget & Management. Candidates must be willing to work in the Annapolis area.

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.*

General questions may be directed to the STO Personnel Office at 410-260-7078.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant tracking system. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields.

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