
Maryland Department of Budget & Management
Office of Personnel Services and Benefits

Martin O'Malley
Governor
Anthony Brown
Lieutenant Governor

T. Eloise Foster
Secretary
David C. Romans
Deputy Secretary

Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 608
301 W. Preston Street, Baltimore, MD 21201

*THIS IS A MANAGEMENT SERVICE RECRUITMENT FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT,
EMPLOYEE BENEFITS DIVISION IN BALTIMORE.*

**RECRUITMENT FOR: DIRECTOR OF FISCAL SERVICES EMPLOYEE
BENEFITS DIVISION (Program Manager Senior I)
MS1-5482-11**
(List both the title and announcement number on your application.)

GRADE SALARY RANGE: \$63,122 - \$101,357

(Reflects the salary reductions that may apply per Executive Order - State Employees' Furlough and Temporary Salary Reduction Plan. These rates will be in effect until June 30, 2011.)

CLOSING DATE: Open Until Filled

POSITION DUTIES: The Employee Benefits Division (EBD) is seeking a candidate to be the Director of Fiscal Services. This position reports to the Director of the Employee Benefits Division and will manage and oversee the accounting, budgeting, and auditing functions of the non-budgeted health and related insurance programs for the State Employee and Retiree Health and Welfare Benefits Program as well as EBD's operating budget of approximately \$6.8 million annually. It monitors fund balances of all non-budgeted health plan accounts totaling approximately \$1 billion. This position prepares monthly accounting of healthcare expenditures, completes fiscal year end closing and GAAP statements, monitors the Minority Business Enterprise (MBE) contracts, participates in the procurement of service contracts under the State's health insurance programs, provides support and review of annual employee/retiree premium calculations, assists in the preparation of fiscal notes for benefit related legislation, coordinates and drafts responses to and implementation of Legislative Audit recommendations, responsible for Medicare Part D Retiree Drug Subsidy Program (RDS), and the annual reconciliation of Health and Dependent Care Flexible Spending Accounts. **This position will serve at the pleasure of the appointing authority.**

MINIMUM QUALIFICATIONS: Each candidate must have:

Education: Bachelor's Degree in Accounting or Finance or possession of a CPA License.

Experience: Five years experience in supervisory Accounting functions, MS Excel, employee benefits financing, funding and budgeting and contract management.

ADPICS/R*STARS experience is desired.

Preferred Candidate Will:

Possess excellent oral and written communication skills
Possess advanced skill level in MS Excel
Possess experience working in a governmental agency setting
Be detail-oriented and analytical
Be a hands-on manager with regard to deliverables of the position
Possess strong interpersonal and management skills
Be able to work in a fast paced environment while meeting multiple priorities and deadlines
Be willing to work overtime as needed

TO APPLY: Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Sending the application to a different address could result in not being considered.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dbm.maryland.gov; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

QUALIFICATIONS: You must possess the minimum qualifications to be considered for this position. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. Be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. **It is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.**

Issued: 03/2011/5482/EC

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

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| <ul style="list-style-type: none">✓ Medical/Health Insurance Plans:<ul style="list-style-type: none"><u>PPO Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield PPO▪ United Healthcare PPO<u>POS Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield MPOS▪ Aetna Choice POS II▪ United Healthcare Choice Plus POS<u>EPO Plans</u><ul style="list-style-type: none">▪ CareFirst Blue Cross/Blue Shield EPO▪ Aetna Select EPO▪ United Healthcare Select EPO✓ Prescription Plan✓ Dental Plans:<ul style="list-style-type: none">▪ United Concordia DPPO▪ United Concordia DHMO✓ Term Life Insurance Plan✓ Personal Accidental Death and Dismemberment Plan✓ Long Term Care Plan✓ FREE Vision Plan✓ Flexible Spending Accounts:<ul style="list-style-type: none">▪ Health Care Spending Accounts▪ Daycare Spending Accounts✓ State Retirement and Pension System<ul style="list-style-type: none">▪ Employees are vested in the pension system after five years of employment <p>Tax-deferred supplemental retirement savings plans:</p> <ul style="list-style-type: none">▪ 457▪ 403(b)▪ 401(k) | <ul style="list-style-type: none">✓ SECU Credit Union✓ Direct Deposit✓ Savings Bonds✓ Maryland Prepaid College Savings Plans✓ Paid Holidays: 11-12 per year✓ Annual Leave<ul style="list-style-type: none">▪ Up to five years of service, 10 days earned per year▪ Five to 10 years of service, 15 days earned per year▪ 10-20 years of service, 20 days earned per year▪ 20+ years of service, 25 earned per year▪ Employees may carry over up to 15 weeks of annual leave per year✓ Personal Leave: Six days per year✓ Sick Leave: 15 days per year, unlimited accrual✓ Compensatory Leave✓ Military Leave✓ Leave Bank and Employee-to-Employee Leave Donations✓ Employee Assistance Program✓ Flextime and Teleworking opportunities for some positions |
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* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.