



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

## **HR Assistant (Administrative Officer II)**

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<b>SALARY:</b>	\$49,403.00 - \$75,903.00 Annually
<b>OPENING DATE:</b>	05/23/23
<b>CLOSING DATE:</b>	06/07/23 11:59 PM
<b>DESCRIPTION:</b>	

**Maryland Department of Transportation State Highway Administration  
Grade 14 (3235) SP# 23-84-09  
HR Assistant (Administrative Officer II)  
MDOT Promotional**

**YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION**

<http://www.governmentjobs.com/careers/mdotmd>

### **THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS**

The Maryland Department of Transportation State Highway Administration's (MDOT SHA) District 4 is currently recruiting for an **HR Assistant (Administrative Officer II)** in Baltimore County. This position is open to MDOT employees who meet the minimum and selective qualifications listed below by the closing date. The resulting list of eligible candidates will be used to fill this MDOT SHA position or function only. You will need to reapply for any future recruitment conducted for this job classification.

**Nature of Work:** The primary purpose of this position is to provide direct support to the District 4 District Administrative Manager (DAM) and Assistant Team Leader (ATL) with providing human resources and administrative support to approximately 300 permanent, temporary, contractual, consultant, and agency employees in District 4. This position will work to provide lead support for statewide Facility Maintenance Technician I and Transportation Engineer I recruitment processes, assist with other recruitments as workload requires, and assist with the preparation of personnel transactions, including onboarding and other transactional activities for new or existing District 4 employees.

On a daily basis this position applies Transportation Service Human Resource System (TSHRS), MDOT, Department of Budget Management (DBM), Code of Maryland Regulations (COMAR) and all applicable policies and procedures to complete their work processes and responsibilities. This requires broad knowledge of all areas in SHA, and ensuring integrity, professionalism, and confidentiality of all responsibilities.

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



"The Maryland Department of Transportation State Highway Administration (MDOT SHA) has been named Training Magazine's Training APEX Awards for the fourth consecutive year."

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS:**

**Education:** A bachelor's degree from an accredited college or university.

**Experience:** Two (2) years of experience in administrative or professional work.

**Selective Qualifications:** One (1) year of human resource experience in classification and compensation, employee-employer relations, personnel transaction processing, benefits and/or recruitment and selection.

***\*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 abilities).***

### **Notes:**

1. Additional experience as defined above may be substituted for the required education on a year-for-year basis.
2. Additional graduate-level education at an accredited college or university may be substituted at the rate of 30 semester credit hours for the required experience on a year-for-year basis.
3. Candidates may substitute U.S. Armed Forces military service experience involving staff work that included the regular independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations, or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required education and experience.

## **LICENSES & CERTIFICATIONS:**

None.

## **ADDITIONAL INFORMATION:**

**TO APPLY:**

All applicants must submit an application online at <http://www.governmentjobs.com/careers/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. 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.**

**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 state of Maryland offers excellent health and leave benefits, 401k benefits, a pension plan, a free transit program, and advanced education and training opportunities.*

The incumbent in this position may be a member of a covered bargaining unit.

**Please Note: The Maryland Department of Transportation 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 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/>).**

**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**

**Appropriate auxiliary aids and services for individuals with disabilities will be provided upon request. Please call at 410-545-5554. MDOT SHA is committed to complying with the letter and spirit of the Americans with Disabilities Act.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**MDOT 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.**

Issue Date: 5/23/23

**HR Assistant (Administrative 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 (2) years of experience in administrative or professional work?  
 Yes    No
- \* 3. If you answered YES to the previous question, please list the experience that you have. Also, include the name of the employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box. Please do not list "see resume" or copy and paste information provided in the application.
- \* 4. Do you have one (1) year of human resources experience in classification and compensation, employee-employer relations, personnel transaction processing, benefits and/or recruitment and selection?  
 Yes    No
- \* 5. If you answered YES to the previous question, please list the experience that you have. Also, include the name of the employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box. Please do not list "see resume" or copy and paste information provided in the application.
- \* Required Question