MDEStat Meeting

April 29, 2008

Maryland Department of the Environment/Engineer/Water Management Admin (Baltimore City)

This is highly responsible professional work as an engineering specialist in the State's environmental health services programs. Incumbent is responsible for developing, implementing and evaluating comprehensive environmental health services programs including, but not limited to, sanitary engineering, industrial hygiene, air pollution, sanitation and environmental safety.

DUTIES:

·Review Notice of Intent (NOIs) ;
·Verify outfalls agree with maps;
·Explain provisions and requirements of permits to permittees, compliance personnel & the public;
·Participate in training meetings with inspectors;
·Verify discharge monitoring reports (DMRs), resolve disputes;
·Recommend & draft regulatory modifications necessary to issue or reissue general permits;
·Revise & renew existing general permits, investigate existing data & arrange data collection;
·Hold public meetings to issue general permits, develop new NOIs or revise existing NOIs to meet revised permit conditions;
·Develop database reports needed for tracking permit registration.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four-year college or university in the field of engineering. TRANSCRIPTS MUST BE ATTACHED TO THE MARYLAND STATE APPLICATION (MS-100).

Experience: Two years of professional engineering experience in a field related to public health.

NOTES: 1.) Applicants may substitute 30 semester credit hours of graduate education in the fields of engineering or public health from an accredited college or university for the required experience. 2.) Registration as a Professional Engineer in the State of Maryland may be substituted for the required education.

TO APPLY: Resumes will not be accepted or acknowledged. Send Maryland State application (MS-100) only to Joanne Hobner, Maryland Department of the Environment, 1800 Washington Blvd., Suite 535, Baltimore MD 21230.

Phone calls are acceptable: (410)537-3100.

Please visit www.mde.state.md.us for full description of position, substitutions and how to obtain a Maryland State application.

Location: Baltimore City
Compensation: $26.60/hrly.
Principals only. Recruiters, please don't contact this job poster.
Phone calls about this job are ok.
Please do not contact job poster about other services, products or commercial interests.

PostingID: 635022968

Data Processing Programmer Analyst Lead/Advanced
Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201
Or, To Complete an Application On Line:

Go to the DBM Application System

Announcement Number - 08-4471-001
If you are completing your application on paper, include both the title and announcement number on your application.
SALARY: $45,650 - 73,259
CLOSING DATE: OPEN AND CONTINUOUS
POSITION DUTIES: This is the Lead/Advanced level of work designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages. At the Lead level, employees in this classification assign, review and approve the work and train lower-level DP Programmer Analysts or DP Programmers. At the Advanced level, employees in this classification function as a project manager for a major computer programming project.

MINIMUM QUALIFICATIONS: Each candidate must have:
Education: A Bachelor's degree from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology-related field to include coursework in systems analysis and applications programming using third generation or other generally accepted computer programming languages. (Your application must clearly list all coursework you have completed in systems analysis and applications programming using third generation or other generally accepted programming languages.)

AND

Experience: Two years of experience designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages.

Notes:
Thirty credit hours from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology related field to include coursework in systems analysis and applications programming using third generation or other generally accepted computer programming languages may be substituted for the required education.
An additional year of experience designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages may be substituted for the required education.
Experience operating multipurpose, multi-tasking computer systems; or scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer system; or evaluating, implementing and maintaining microcomputer hardware and software; or converting data from project specifications by developing program code using third generation or other generally accepted computer programming languages may be substituted for high school on a year-for-year basis.
SELECTION PROCESS: Applicants who meet the minimum qualifications will be admitted to the examination for this classification. Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.
EXAMINATION: The examination will 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.
TO APPLY: Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). All applications must be received or mailed by the closing date.

INFORMATION FOR APPLICANTS:

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: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11"). A receipt will be mailed if a self-addressed stamped envelope is attached.

Qualifications: You must possess the minimum qualifications before you may be selected for a State job- Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application the time you spent in such activity. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

Physical Examination: Eligible candidates may be required to pass a job-related physical examination.

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:
Medical/Health Insurance Plans:
PPO Plans CareFirst Blue Cross/Blue Shield PPO, MLH-Eagle (MAMSI)
POS Plans CareFirst Blue Cross/Blue Shield MPOS, M.D. IPA Preferred, Aetna QPOS
HMO Plans CareFirst Blue Cross/Blue Shield, Blue Choice, Optimum Choice (MAMSI)
Kaiser Permanente
Prescription Plan
Dental Plans: United Concordia DPPO, United Concordia DHMO, Dental Benefit Providers DHMO
Term Life Insurance Plan
Personal Accidental Death and Dismemberment Plan
Long Term Care Plan
Each medical plan includes vision coverage.
Flexible Spending Accounts: Health Care Spending Accounts, Daycare Spending Accounts
State Retirement and Pension System
Employees are vested in the pension system after five years of employment
Tax-deferred supplemental retirement savings plans: 457, 403(b), 401(k) 401(a) match plan
SECU Credit Union, Direct Deposit, Savings Bonds, Maryland Prepaid College Savings Plans, Paid Holidays: 11-12 per year, Annual Leave, Up to five years of experience, 10 days earned per year, Five to 10 years of experience, 15 days earned per year 10-20 years of experience, 20 days earned per year, 20+ years of experience, 25 earned per year, Employees may carry over up to 10 weeks of annual leave per year, Personal Leave: Six days per year, Sick Leave: 15 days per year, unlimited accruement Compensatory Leave, Military Leave, Leave Bank and Employee-to-Employee Leave Donations, Employee Assistance Program Flextime and Teleworking opportunities for some positions,

Equal Opportunity Employer

Table 1: MDE Sole Source Procurements, January 1 to April 9, 2008

	Administration	Sole source Vendor	Type of Contract	Date Approved	Dollar value
1	SSA	IDSI	IT	2-25-08	$180,251.00
2	SSA	ERSI	IT	1-29-08	$51,812.59
3	WAS	WJE	IT	2-1-08	$11,950.00
4	OMIT	Notify Technology	IT	1-31-08	$4,200.00
5	SSA	HACH	Com.	1-7-08	$21,024.00
6	WMA	Lime Dozer Consultant	Svc.	2-5-08	$10,000
7	ARMA	Bios International	Com.	2-11-08	$16,000
8	ARMA	Thermo Environmental	Com.	2-11-08	$13,562
9	ARMA	Thermo Environmental	Com.	2-13-08	$118,956
10	WAS	ThermoFisher	Com.	4-9-08	$40,734
11	ARMA	EnTech	Com.	3-10-08	$4,725
12	ARMA	RM Environmental	Com.	3-11-08	$14,000
13	ARMA	Perkin-Elmer	Com.	3-18-08	$3,325
14	ARMA	EnTech	Com.	3-18-08	$24,724
15	ARMA	Alion Science and Tech.	Com.	3-18-08	$1,900

Table 2: Water Supply Vacancies

PIN	Program/ Division	Vacancy Date	Class/ Grade	Except-ions to OB	Excep. To DBM	Excep. Apprvd by DBM	MS 22 to OHR	MS 22 Apprvd by OHR	Interv. Quests to OHR	Interview Questions Recvd & Approved by OFP	Announ-cement Posted/ Closed	Notes
C-4031	Water Supply SDWA Impl.	09/28/06	PH Engineer III/17	09/11/06	DNR	09/28/06	12/14/06	01/12/07	02/01/07	R02/05/07 A02/09/07	P01/13/08 C02/11/08 Reposted 3/21/08 C 4/19/08	5, 6, 12, 14
C-4032	Water Supply/ Eng. & Tech.	09/28/06	PH Engineer III/17	09/11/06	DNR	09/28/06	12/06/07	12/14/07	12/13/07	R12/17/07 A12/20/07	P01/13/08 C02/11/08 Reposted 3/21/08 C 4/19/08	5, 6, 12, 14
C-4039	Water Supply/ Source Prot.	07/01/07	Geologist III/16	8/22/07								1
055542	Water Supply/ Eng. & Tech.	7/17/07	PH Engineer III/17	8/09/07	8/22/07	9/06/07	9/20/07	10/02/07	DNR	R 11/1/07 A 11/2/07	R 11/1/07 A 11/2/07 Reposted 4/15/08 C 5/2/08	3, 5, 6
047533	Water Supply/ Water Policy	10/09/07	Nat. Res. Planner IV/17 Class changed to WRE III/17	10/29/07 resub. 3/5/08	4/17/08		7/11/07 resub. 01/28/08	7/27/07	7/25/07	R 10/5/07 A 10/9/07	P10/23/07 C11/13/07	10, 17 Interviews held 1/25/08
014127	Water Supply/ Water Policy	12/18/07	Nat. Res. Planner V/18	2/7/08	4/17/08		2/6/08	2/8/08	3/11/08	R 3/12/08 A 3/14/08		10
065115	Water Supply	1/8/08	Admin. Aide/ 11	2/7/08	4/17/08		1/28/08	1/29/08	2/5/08	R 2/5/08 A 2/5/08		10

Key

- Yellow highlighting: date seems late or item seems overdue.
- EDC: Estimated Date of Completion   DNR: Did not Record   P: Posted
  C: Closed   R: Received   A: Approved
- Codes: 1-Budget/funding holds, 2-Admin. has not responded to Notice of Vacancy letter sent by HRC within 10 working days, 3-Testing or developing test for position specific requirements, 4-Testing or developing test to produce new eligibility list, 5-Position was advertised, but received no qualified applicants, 6-Insufficient applicant continue recruitment, 7-Selection made, 8-Appointment pending, 9-Applicant declined position, 10-Office of Budget did not submit hiring exception to DBM within 15 days of receipt, 11-DBM did not approve hiring exception within 30 days of receipt, 12-Admin. did not submit MS-22 within 30 days of vacancy, 13-Admin. did not submit hiring exception within 30 days of vacancy, 14-Admin did not submit interview questions within 30 days of vacancy, 15-OHR did not approve MS-22 within 45 days of receipt, 16-OFP did not approve interview questions within 10 days of receipt, 17-Hold pending organizational decisions

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
1. Finalize "Recruitment and Hiring Policy and Procedures"	Comments received. Finalizing document for Secretary's approval By February 15, 2008	Document forwarded for Secretary's approval on March 7, 2008.	Done - Document forwarded for Secretary's approval on March 7, 2008.

Table 3: MDE Personnel-Related Initiatives
Quarterly Status for February, March & April 2008

	Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
2.	Submit Engineering and Scientific Classification study to DBM –	DBM has included a proposed one-grade increase in the FY 09 budget (ASR) for Engineers and Scientists classifications. OHR working with DBM and other interested state agencies on new specifications.	One grade increase through ASR proposed in FY 09 budget for Engineers. OHR working with DBM and other interested state agencies on Scientist series.	Done - One grade increase through ASR approved in FY 09 budget for Engineers & Scientists. OHR working with DBM and other interested state agencies on Inspector series.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
3. Acquire new HR database management software – ASA is working with DBM to develop an RFP to acquire new HR database management software.	RFP under development. Target date TBD by DBM. Lou serving on steering committee.	RFP under development. Target date TBD by DBM. Lou serving on steering committee, which plans to meet late March 2008.	RFP under development. Target date TBD by DBM. Lou serving on steering committee, which had an initial meeting on 12/17/07. Specific focus groups for Class/Comp, Recruitment, Transactions Processing, etc. are meeting on an on-going basis.

Table 3: MDE Personnel-Related Initiatives

Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
4. Recruitment and Retention Survey - Based on the analysis, the survey workgroup identified the top six areas of employee concerns and will begin developing proposals to address these concerns.	Presentation to senior staff on December 12. Comments were due 12-28-07 with reminder sent 1-2-08. Second reminder sent to WMA.	Revised- ASA staff working on finalizing recommendations. Target date March 28, 2008.	Revised- ASA staff working on finalizing recommendations. Target date April 25, 2008.

Table 3: MDE Personnel-Related Initiatives
Quarterly Status for February, March & April 2008

	Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
5.	Sick Leave Policy and Procedures – development of a new policy and procedures regarding sick leave.	Comments were due 01-08-08. Reminder sent to WMA. Will finalize and provide for Secretary review and approval by February 15, 2008.	Secretary approved policy effective March 18, 2008. Will be posted on intranet with notification to employees sent via email. OHR developing training schedule to ensure effective implementation.	Done - Secretary approved policy effective May 1, 2008. Currently posted on intranet with notification to employees sent via email. OHR is providing training to ensure effective implementation.

Table 3: MDE Personnel-Related Initiatives
Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
6. Training coordination – ASA is developing a departmental training coordination function.	ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training to begin in February 2008 (see attached).	ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training began in February 2008.	Done - ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training began in February 2008.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
7. Leadership Development (formerly "Succession Planning") pilot project in ARMA. Ian Forrest handling.	Will develop recommend-ation to Secretary on dept-wide applicability by late March 2008.	Will develop recommend-ation to Secretary on dept-wide applicability by late March 2008.	Revised - Will develop recommendation to Secretary on dept-wide applicability by late May 2008.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
8. MS Cap Analysis – Work with Admin Directors and key staff to assess ongoing impact on MDE operations & develop strategy to address issue.	Late February 2008.	Revised – Analysis and recommendations will be sent to Secretary by end of March.	Revised - Analysis and recommendations were provided to Secretary on April 14. Meeting to discuss scheduled April 25.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

	Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
9.	Ensuring consistent application of, and consistent productivity and customer service from users of, CWW, teleworking, and flextime.	Survey of ASA employees' perception of fairness and morale issues associated with flexible work schedules revealed that ½ of employees surveyed indicated a concern with teleworking. CWW and flex time did not appear to be a problem in ASA. Next step is to develop plan for expanding analysis to rest of Department – expected April 2008.	Develop plan for expanding analysis to rest of Department – expected April 2008.	Revised - This initiative will be addressed as part of the recommendations developed in response to #4 above.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
10. Secondary Employment Policy and Procedures	Proposed policy and procedures sent to Secretary for review February 5, 2008.	Secretary approved policy with implementation effective February 13, 2008.	Done - Secretary approved policy with implementation effective February 13, 2008.

Table 3: MDE Personnel-Related Initiatives
Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
11. Explore the possibility of paying referral bonuses for hard-to-fill positions.	Item was not on list in February.	Item was not on list in March.	Data pertaining to the recruitment for Engineers/Scientists will be gathered and analyzed. If supported, a meeting will be scheduled with DBM to discuss this proposal in May 2008.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
12. Develop a structured summer internship program. To help measure the success of the program, develop a plan for measuring the quality of interns' experiences. Provide a brief summary of the plan.	Item was not on list in February.	Item was not on list in March.	A series of "seminars" was proposed and reviewed by the Secretary. Orientation will be conducted on May 23 and the "seminars" on every Friday of the program. Students will be interviewed to determine the value of their experience at the conclusion of the program.

Table 3: MDE Personnel-Related Initiatives Quarterly Status for February, March & April 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report
13. Classification and Compensation Policy and Procedures	Draft to be sent to senior staff for review and comment by mid-March 2008.	Revised - Draft to be sent to senior staff for review and comment by late-March 2008.	Revised - Draft to be sent to senior staff for review and comment by April 2008.

Table 4: Comparison of Government Job Ads and Application Processes

Employer or Type of Job Listing	official application required?	copy of HS diploma required with application?	copy of college transcripts required with application?	accepts emailed resumes and/or mentions option of applying online	link to down-loadable or online application appears in Craig's List ad	direct link to full job description appears in Craig's List ad	Craig's List ad highlights benefits
Jobs Listed on MDE Website	yes	yes	yes	see notes below	NA	NA	NA
DNR	yes	no	no	no	NA	NA	NA
DBM	no	no	no	yes	NA	NA	NA
DHMH	yes	no	no	no	NA	NA	NA
MDOT	no	no	no	yes	NA	NA	NA
VA DEQ	no	no	no	yes	NA	NA	NA
MDE Jobs on Craig's List							
http://baltimore.craigslist.org/gov/635022968.html	yes	yes	yes	no	no	no	no
http://baltimore.craigslist.org/gov/617958246.html	yes	yes	yes	no	no	no	no
Other Government Jobs on Craig's List							
http://baltimore.craigslist.org/gov/650308782.html (Balt. City)	no	no	no	yes	NA	NA - full ad appears	no
http://baltimore.craigslist.org/gov/646842647.html (MD DPSCS)	no	no	no	yes	no but not req'd.	NA - full ad appears	specifies it's contractual
http://baltimore.craigslist.org/gov/624960487.html (Balt. Co.)	no	no	no	yes	yes	NA - full ad appears	yes

ASA/OS/CO Vacancies as of 4/22/08

PIN	Program/ Division	Vacancy Date	Classification/ Grade/	Except-ions to OB	Excep. To DBM	Excep. Apprvd by DBM	MS 22 to OHR	MS 22 Apprvd by OHR	Interv. Quests to OHR	Interview Questions Recvd & Approved by OFP	Announ-cement Posted/ Closed	Notes
063979	OS/OB	2/20/07	OS III Changed to: Fiscal Serv. Adm./21	3/12/07	3/16/07	6/14/07	NA Sent to DBM 3/16/07	Approved by DBM 5/10/07	8/20/07	R 8/20/07 A 8/20/07	P 12/17/07 C O/C	Code 6, 7, 17
C-2001	ASA/Central Services	3/15/07	Services Specialist/9	8/3/07	9/25/07	2/19/08	3/4/08	3/12/08	3/20/08	R 3/20/08 A 3/20/08	P 3/19/08 C 4/4/08	Hired, start date 5/7/08 Code 7 & 8, 10, 12
014589	OS/Office of Communications	8/17/07	Admin. II/17	10/18/07	10/24/07	2/13/08	2/19/08	2/21/08	2/5/07	R 2/21/08 A 2/25/08	P 2/28/08 C 3/20/08	Codes 3, 4, 12
C-1004	OS/Customer Serv.	10/4/07	Admin. Spec. II/12	4/18/08			4/18/08	6/9/08	2/21/08	R 2/21/08 A 2/25/08		Codes 12, 13, 14
055540	OS/OAG	Sweeney 11/2/07	Div. Dir. Offc. Attyn. Gener/26	10/18/07	1/3/08							Recruitment by OAG
015177	OS/ECU	11/21/07	Management Assoc./13	11/28/07	2/20/08	3/18/08	NA					Recruitment by OAG
066354	ASA/Director's Office	11/27/07	TBD									Code 17
014801	OS/ECU	12/31/07	Admin. III/18	3/3/08	DNR	3/28/08	NA					Recruitment by OAG
066356	ASA/Fiscal Services	1/9/08	Administrator/16 Changed class to: Fiscal Accounts Cler/6	2/20/08	3/5/08	4/21/08	3/26/08	EDC 5/7/08				Code 12
084021	OS/OB/WQF	2/26/08	Accountant ADV /16	2/28/08	4/7/08		3/26/08	4/2/08	4/16/08	R 4/16/08 A		Code 10
014633	OS/OB/WQFA	2/26/08	Admin. IV/19	3/4/08	DNR		4/4/08	EDC 5/9/08				
018153	OS/ECU	2/26/08	Paralegal/12	3/7/08	4/7/08							Recruitment by OAG Code 10
066357	OS/OMIT	3/25/08	DP Prog. Analyst/18	4/8/08			EDC 4/25/08	EDC 6/9/08				
066353	OS/Customer Serv.	4/3/08	Admin. Spec./12	4/18/08			4/18/08	EDC 6/9/08				
018292	ASA/ Human Resources	04/18/2008	Personnel Officer I/14	4/16/08								

ASA/OS/CO Vacancies Summary as of 4/22/08

	4/22/08
Total positions vacant	15
Vacancies with exceptions approved by DBM	6
Positions vacant more than 4 months	8
Positions vacant more than 6 months	3