

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O' Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Kathleen Blucher
Acting Exec. Director

Recruitment & Examination Announcement

Management Service

PLEASE NOTE: *This is a position specific recruitment for the Office of the Secretary of the Department of Public Safety and Correctional Services (DPSCS). The resulting eligibility list will be used to fill this vacancy only. Applicants certified to this list will remain eligible for a period of one year. Persons interested in future Program Manager I recruitments must re-apply at that time.*

RECRUITMENT FOR: DATA MANAGER I: (Program Manager I)

Announcement number# 09-5476-003

List both title and announcement number on your application

SALARY:

\$48,398 - \$77,701 (Grade 19) (Reflects Salary Reduction per Executive Order 01.01.2009.11 – State Employees Furlough and Temporary Salary Reduction Plan effective 9/23/09)

CLOSING DATE:

November 25, 2009

Mail Application (MS100 Form) to: MD Department of Public Safety and Correctional Services, ATTN: Dr. Venus Stewart, Recruitment & Examination Unit, 6776 Reisterstown Road Suite 309 Baltimore, MD 21215-2342. (Applications must be postmarked no later than November 25, 2009).

LOCATION: This position is located in the Office of the Secretary in Towson, Maryland.

POSITION DUTIES: The incumbent in this position serves as the Data Manager, within the Office of Planning, Policy, Regulations and Statistics, performing senior-level data management responsibilities related to data programming and analysis activities involving the information and statistics developed and maintained by the Department. The employee reports to the Director of Planning and Statistics.

This employee is responsible for providing the Department managers with data and statistical analyses for strategic planning, performance evaluation and data in support of workload projections and research projects for departmental operations. Responsibilities include supervising the management of existing automated databases, as well as the development of new sources of valid, statistical support. This individual demonstrates proficiency in software and hardware resources necessary for performing job functions and provides expertise in data resources and their utility for all agencies within the Department, including a required intermediate knowledge of Microsoft Office Suite and preferred experience with and/or knowledge of Oracle technology.

Essential Job Functions include:

- Supervises and performs complex data programming and analysis activities utilizing Departmental automated databases.
- Develops databases and methodologies for estimating correctional population trends and workload impacts for agencies in the Department as part of the annual operating and capital budget processes.
- Supervises the Analyst position in the Statistics Unit and provides direction to Agency staff and others on data collection and statistical analysis subjects.
- Provides oversight and advice for Agency and other project staff in the use of databases, hardware and software for operations management, research, data presentation and performance evaluation.
- Identifies, prepares and presents reports on mandated statistical queries, special population analyses and program evaluations.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in the field of computer science, information technology, public administration, criminal justice, applied mathematics, statistics or related major of study

Experience: Two years of experience in database management, research and statistical analysis, data collection, database development and/or related work experience in database administration

OR

Experience: Five years of experience in database management, research and statistical analysis, data collection, database development, database administration, and/or development of data management solutions for multiple legacy data systems, to include technical experience in collecting, organizing and analyzing data, generating reports, conducting and presenting trend analyses, and making recommendations based on these analyses.

SPECIAL REQUIREMENTS:

1. Intermediate knowledge of Microsoft Office Suite is required.
2. Experience using SPSS, Oracle, and/or related technology software to generate reports and analyze data and/or experience using development tools such as SQL, Business Objects Crystal reports is highly preferred.
3. Experience presenting data and recommendations to high level executives and organization staff is highly preferred.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be evaluated. **Please make sure that you provide sufficient information on your application to show that you meet the qualifications, including Special Requirements for this recruitment, and that you cite all training and/or experience you have related to the Essential Job Functions; resumes must accompany the official application (MS100).** All information concerning your qualifications must be submitted by the closing date of 11/25/09.

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Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees for this vacancy/position only.

EXAMINATION: The examination will measure the candidates' knowledge, skills, and abilities as they relate to the duties of this position and may include an evaluation of training and experience listed on your application (MS100) and supporting documents.

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3060 or downloaded from www.dbm.maryland.gov

Equal Opportunity/ADA Employer

POSTED: 11/05/09

PROJECT #: 09-5476-003 (vrws)