IT QUALITY ASSURANCE SPECIALIST (056750)

GRANTS SYSTEM MANAGER

Recruitment #23-004483-0005

DEPARTMENT	DHCD - Div of Neighborhood Revitalization
DATE OPENED	10/19/2023 08:58:00 AM
FILING DEADLINE	11/2/2023 11:59:00 PM
SALARY	$64,828.00 - $81,329.00 (Grade 18/Step 2 - 11 with promotion potential to $104
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Charlee Kerr
WORK LOCATION	Baltimore City

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Introduction

This is a permanent Skilled Service Position with full State of Maryland Benefits.

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development of affordable housing. The Division of Neighborhood Revitalization seeks a highly, organized, customer oriented, self-motivated, team player, experienced with database or software system management.

GRADE

18

LOCATION OF POSITION

2 N Charles Street, Suite 450, Baltimore MD 21201

This position is located in Baltimore City, Maryland with occasional travel to DHCD's main office in Lanham, Maryland. A combination of "hybrid" in-person work and telework may be available.

POSITION DUTIES

This position will manage web-based grants systems for program administration and reporting for the Division of Neighborhood Revitalization at DHCD. Responsibilities include organizing and coordinating with the software providers for the development of the database driven software systems; evaluating efficiency of existing operations and processes; and developing, revising and recommending new policies, standards and workflow procedures for implementation within the software systems. Incumbent will serve as the project manager, contract manager, project liaison and subject matter expert for the software systems and will coordinate all related training.

MINIMUM QUALIFICATIONS

Experience: Six years of experience, two years of experience designing, developing, implementing and maintaining applications systems and programs using generally accepted computer programming languages.

Notes:
1. Candidates may substitute graduation from an accredited high school or possession of a high school equivalency certificate <u>and</u> thirty credit hours from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems or other information technology-related field with course work in systems analysis and programming, operating systems or information technology quality assurance for four years of the required experience.
2. Candidates may substitute graduation from an accredited high school or possession of a high school equivalency certificate <u>and</u> one year of experience designing, developing, implementing and maintaining applications systems and programs using generally accepted computer programming languages for four years of the required experience.
3. Candidates may substitute experience operating computer systems; or scheduling, controlling input and output to process data on computer systems; or evaluating, implementing and maintaining computer hardware and software; or converting data from project specifications by developing program code using generally accepted computer programming languages on a year-for-year basis for a high school education.
4. Candidates may substitute the possession of 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 with course work in systems analysis and programming, operating systems or information technology quality assurance <u>and</u> two years of experience designing, developing, implementing and maintaining applications systems and programs using generally accepted computer programming languages for the required experience.
5. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Information Technology Management classifications or Information Technology Management specialty codes in the Information Technology field of work on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

- Experience working with software development (MS Access, Sage, Salesforce, SmartSimple, etc.) used in the management of grants
- Experience working in the public sector (federal, state, local governments, etc.)
- Experience managing software development projects using systems (such as SharePoint and Microsoft Project)

LICENSES, REGISTRATIONS AND CERTIFICATIONS

NOT APPLICABLE.

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications, or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with

your application. For further information, you may call international Consultants of Delaware, INC (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least on year. Eligible list may be used to fill future vacancies of the same classification. **Successful candidates must document eligibility to work in the U.S. upon hire.**

Please note: The Maryland Department of Housing and Community Development is not sponsoring new employees in application of the 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 and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the employer.

EXAMINATION PROCESS

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.

BENEFITS

State of Maryland Benefits

FURTHER INSTRUCTIONS

Online applications are STRONG preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

Charlee Kerr
Department of Housing and Community Development
Office of Human Resources
7800 Harkins Road
Lanham, MD 20706

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to charlee.kerr@maryland.gov. Please include the following information in the body of the email:

- Attn: Charlee Kerr
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect forms or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application. For questions concerning these positions, please call 301-429-7783.

TTY Users: call via Maryland Relay

We thank our Veterans for their service to our country, and encourage them to apply.

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