

IT FUNCTIONAL ANALYST II (C23024/462705)

Data & Technology Manager

Recruitment #23-004499-0007

DEPARTMENT	DHCD - Div of Neighborhood Revitalization
DATE OPENED	8/21/2023 3:15:00 PM
FILING DEADLINE	9/5/2023 11:59:00 PM
SALARY	\$27.37 - \$32.96/hour (Grade 16, Step 2 - 9 with promotional growth to \$42.28/h)
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Jamaal Simpson
WORK LOCATION	Baltimore City

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Introduction



This is a long-term contractual position with potential for full benefits within a year

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks a positive individual experienced with managing relational databases, maintaining data and developing reports summarizing data.

GRADE

16

LOCATION OF POSITION

2 North Charles Street, Baltimore MD 21202 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

DHCD has an immediate opening for a Data and Technology Manager in its Division of Neighborhood Revitalization. This individual should be a highly organized and detail -oriented, self-motivated, team player, with experience managing database driven software systems in the public sector.

This position is responsible for the full performance level of work involved in developing and managing databases in the Division of Neighborhood Revitalization (NR) at DHCD for grant, loan, tax credit and designation programs. Manages and maintains data, ensuring data consistency, accuracy and timeliness; provides problem analysis and ongoing user support, training users on the functionality of applications. Utilizing NR data, develops and produces regular Division-wide reports as required by statute or regulation as well as reports requested by Division and program leadership. Serves as back up to the Grants System Officer, assisting with design and implementation of COTS system(s) as needed. Assigned to DHCD's satellite office in Baltimore and travels to DHCD's headquarters in Lanham as needed.

MINIMUM QUALIFICATIONS

Experience: Three years of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe computers or large client server platforms.

Notes:

1. Candidates may substitute graduation from an accredited high school or possession of a high school equivalency certificate and two years of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe or large client server platforms for two years of the required experience.
2. Candidates may substitute experience responding to and resolving help desk calls from users of computers, or operating computer equipment for the purpose of data entry, word processing, spreadsheet, graphics, database or other applications on a year-for-year basis for a high school education.
3. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, Human Resources Management, Information Technology or other related field with specific coursework in the structure and use of automated information systems and one year of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe computers or large client server platforms for the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Cyber and Information Systems classifications or Cyber and Information specialty codes in the Information Technology field of work on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

Preferred Qualifications:

- Experience with the design, development, implementation and controls for relational databases
- Experience with data management and data analysis, including but not limited to collecting, filtering, verifying, and analyzing data, in order to optimize data quality
- Familiarity with life-cycle grants management, workflow and process management, and grants accounting within government

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

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 one 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 H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential 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

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. **The State of Maryland will subsidize the remaining 75% of the cost for these benefits.** You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Leave may be granted to a temporary/contractual employee who has worked 106 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

FURTHER INSTRUCTIONS

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

Jamaal Simpson
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 jamaal.simpson@maryland.gov. Please include the following information in the body of the email:

- Attn: Jamaal Simpson, HR Generalist
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application 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 301-429-7781.

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.