



Maryland Department of Transportation  
Maryland Motor Vehicle Administration –

**Recruitment And Examinations Manager**

**Salary Range: \$42,453- \$66,022**

Starting salary depending upon qualifications and experience

*Excellent benefits including: 10 days vacation, 15 days sick leave ; 10 paid Holidays; and 7 personal leave days annually; generous health insurance , vision care , dental plan, prescription plan all with employer contribution, flexible health benefits and child care flex accounts; pension system, supplemental retirement program, 401K, death benefits, tuition reimbursement, professional development opportunities*

The Motor Vehicle Administration (MVA) is seeking a creative, dynamic and progressive individual to manage the Recruitment and Examinations Unit, within the Division of Human Resources. The selected candidate will serve as the technical expert and provide advice and guidance to the MVA management team in the areas of recruitment and testing for an agency that employs over 1700 employees. This position develops and supervises the development of recruitment, selection and promotion procedures and instruments that meet legal and psychometric standards and administers the same for Career Service, Executive Service, State TE and contractual positions. The ideal candidate will be resourceful, computer savvy, and innovative. The selected candidate will manage a team of two (2) testing professionals and one (1) paraprofessional. This person will work closely with managers and executive staff to ensure that the needs of MVA's internal customers are met

The ideal candidate will possess the following:

- *Demonstrated leadership ability, ability to manage multiple priorities; and excellent planning and organizational skills;*
- *Working knowledge and supervisory experience in test development;*
- *A Masters degree or graduate level course work in Industrial Organizational/Psychology **OR**, a bachelor's degree in a related field with successful completion of related coursework, certification or training through IPMAAC, MAPAC, SHRM, or other personnel assessment professional organizations;*
- *Demonstrated commitment to customer service, proactive, solution focused problem- solving; Working knowledge of all applicable federal and state laws as they apply to recruitment, selection and testing. For example, the Uniform Guideline on Employee Selection; ADA, EEO laws, etc.*
- *Excellent oral and written communication skills;*
- *Knowledge of current trends, developments and issues in personnel assessment;*
- *Experience with and working knowledge of test management database systems and automated testing systems is a plus,*
- *Excellent customer service skills*

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited four year college or university.

**Experience:** Four(4) years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation, or personnel policy formulation.

**Notes:** **1.** Thirty graduate semester credits from a college or university in the fields of personnel administration, business administration, public administration, statistics, tests and measurements, or psychology may be substituted for one year of experience. **2.** Paraprofessional or professional personnel management work experience may be substituted on a year for year basis for up to four years of the required education.

**APPLICATION PROCESS:** Interested applicants must submit a completed Department of Transportation application (DTS-1), resume and a brief letter of interest. Application forms can be obtained on-line at the MDOT website: [www.mdot.state.md.us/employment/application](http://www.mdot.state.md.us/employment/application) , at any Maryland MVA Branch Office, the Human Resources Office in Glen Burnie, or via MVA's Fax-On-Demand by calling (410) 424-3050 (select MVA Job Line -option 2). Submit your application packet to the following address:

**Motor Vehicle Administration  
Division of Human Resources  
Attention: C. Dunham, Assistant Division Manager  
6601 Ritchie Highway, N.E., Room 101  
Glen Burnie, Maryland 21062**

**MVA is an equal opportunity employer**

**Maryland Relay: 1-800-201-7165**

*Closing Date: Open until filled*