



Maryland Judiciary

Job Announcement

www.mdcourts.gov/careers

Position Title: Benefits/Retirement Coordinator

Closing Date: June 10, 2019

Office: Department of Human Resources, Administrative Office of the Courts, Annapolis, MD

FLSA Status: Exempt

Position Type: Regular, Full-Time

Financial Disclosure: Yes

Essential Functions: The Human Resources Generalist is responsible for the full performance level of work ensuring appropriate and consistent Judiciary-wide promotion, implementation and execution of Human Resource (HR) transactions, health benefits and retirement programs. Employee functions within the Judiciary Human Resources Department as technical experts in employment services, benefits and retirement. This position provides technical assistance, direction and guidance to HR staff of Judiciary agencies, but does not supervise. Work generally involves the exercise of high level skills including but not limited to the coordination and interpretation of personnel data; instructing or advising other professional workers (both within and outside of the HR arena); advising other professionals or managers recommendations of specific courses of action to be taken; and in deciding or selecting the most effective and technical alternative from a number of feasible possibilities. Performs confidential and sensitive work in a variety of HR program areas for assigned geographic regions and for various Judiciary agencies in accordance with applicable legal and technical guidelines, personnel laws, regulations and standards. This position provides skills and knowledge to a variety of problems, issues and projects involving analysis, evaluation, judgment, creativity and consultation; often engaged in activities that require innovative thinking and the application of theoretical knowledge in the public personnel domain.

The work may require travel throughout Maryland to perform on-site visits at Judiciary locations.

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

Experience: Three (3) years of professional human resources experience.

Notes: Professional human resources work experience as defined above may be substituted on a year for year basis for up to four years of the required education.

Must be able to obtain the following certifications within one year of hire:

- Certified State Retirement Coordinator
- Agency Benefit Coordinator

Skills/Abilities: Knowledge of research techniques used in collecting, tabulating, evaluating, and presenting data; Knowledge of the principles of organizational planning, budgeting, staffing, and management; Knowledge of the provisions of the Judiciary policies, rules and regulations; Knowledge of equal employment opportunity laws; Knowledge of the Maryland legislative and personnel budgeting process; Knowledge of the principles of supervision and management of employees; Knowledge of state of Maryland Health Benefits program. Skill in the use of MS Office programs; Ability to comprehend, interpret, and apply complex technically-oriented laws, regulations, rules, and policies; Ability to resolve complex personnel problems by applying various methodologies and deciding between several alternative solutions; Ability to communicate clearly and effectively both orally and through the presentation of concise and comprehensive analyses and reports; Ability to deal with difficult people;

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials, and the general public; Ability to maintain confidentiality.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.