



# POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**DIVISION OF EARLY CHILDHOOD**  
LICENSING BRANCH

January 11, 2019

**POSITION TITLE:** Administrative Officer III, Child Care Compliance Officer

**POSITION NUMBER:** 039707 Jobaps # 19-006071-0001

**SALARY:** Grade 15 Standard Salary Schedule  
\$42,186 - \$61,059

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This position serves as the lead compliance expert that assists the Office of Child Care, regional & central staff in investigations & resolution of fingerprinting requirements for all child care providers & child care provider applicants. Conducts criminal background investigations based off the background check information received & communicates with regional licensing offices on issues regarding the criminal background checks; while supporting their efforts to manage all regulatory activity involved in the licensure of child care centers.

**DUTIES AND RESPONSIBILITIES:** Conducts criminal background investigations on behalf of the regional offices; reviews documents prepared by regional office staff for recommended enforcement action prior to submission to the Office of the Attorney General; conducts further investigations if appropriate & necessary related to child care provider prosecutions in cooperation with the Attorney General's office; advises Regional Managers regarding regulatory & policy issues related to legal & illegal child care enforcement matters; provides guidance for investigations; develops & maintains licensing/registration manuals, forms & other resource material for use by licensing staff & consumers; reviews regulations & policies; & recommends changes as needed.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Bachelor's Degree in Criminal Justice, Public Administration, Public Policy, Law or related field from an accredited college or university.

**EXPERIENCE:** Three (3) years experience in administrative or professional work. Previous experience working in law enforcement, conducting investigations, researching & applying regulations, regulatory processes & user manuals is preferred.

**NOTES:**

1. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for the required education.
2. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the regular independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year to year basis for the required education and experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of local, State and/or federal law and regulations; ability to interpret regulations; skill in the practice of conducting investigations in a legal & ethical manner; skill in gathering & securing sensitive information; skill in determining the relevance of information obtained in an investigation; skill in the preparation of clear, accurate & detailed reports; ability to schedule work to effectively meet deadlines; ability to communicate effectively both orally and in writing.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](#)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Administrative Officer III, Compliance Officer - Division of Early Childhood Development, Position # 039702, Jobaps # 19-006071-0001**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration submit your application by **January 25, 2019 – Open Until Filled.**