



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

HUMAN RESOURCES SPECIALIST

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Gas Emission Reduction Act, Inflation Reduction Act and the Climate Solutions Now Act, you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

Position Responsibilities:

MEA seeks a Human Resources (HR) Officer III to help our agency grow. This position will work with agency leaders in the administration of HR policies and programs within the agency. We seek an HR professional with knowledge, discretion and independent judgment in the interpretation and application of HR laws, regulations, policies and guidelines to address a variety of administrative activities, issues and projects. Someone who has used analysis, evaluation, consultation, and innovative thinking in developing policies and procedures, recommendations of specific courses of action to be taken, and in determining the most efficacious and technically sound alternative from a number of feasible possibilities.

The Human Resources Specialist needs to have an understanding of a broad suite of HR management functions such as: recruitment, employment services, classification and compensation and employee relations. They will need to become knowledgeable in the State of Maryland employee benefits and manuals and how to navigate the DBM website to seek answers when required. The employee may lead paraprofessionals or clerical support staff, if required. Specifically, the Human Resources Specialist will be responsible for:

Standardizing Recruitment & Retention, including

- Initial review of applications and resumes for appropriate classifications and to rank candidates.
- Working with Supervisors to develop scoring matrices for interview panel scoring of candidates.

- Conducts training for hiring managers concerning recruiting and interviewing policies and procedures.
- Preparation of position announcements and posting of job advertisements for print and online publication.
- Evaluating position description forms and non-competitive promotion requests to determine if action is appropriate.
- Counseling employees on classification and salary matters.
- Tracking and managing State Performance Evaluation Processes, including coaching supervisors through Performance Improvement Processes.

Guiding staff, supervisors and Agency leadership on appropriate HR matters, including:

- Providing advice and guidance regarding standards of conduct and appropriate complaint and disciplinary processes.
- Evaluating complaints, interpersonal conflicts, extended leave requests, and other sensitive issues and formulating recommendations for appropriate resolution.
- Assessing and providing recommendations for employee trainings, managers and supervisors on specific State or agency policies, and professional development opportunities for agency staff.
- Providing advice and guidance to employees, supervisors, program managers, and other agency officials regarding HR related matters.
- Maintaining confidentiality for all HR related activities.
- Recommending new, or changes to existing, HR related processes, policies and procedures to increase efficiency and accomplish established HR administration goals and objectives.
- Assist in the establishment of HR related program goals and objectives.
- Performing other related duties.

Minimum Qualifications:

- Bachelor's degree in business administration, human resource management or a related field or equivalent experience in years
- Basic knowledge of Human Resource practices and policies regarding recruitment, employee relations, performance management or general HR management
- Proficiency in the Microsoft Office (also known as "Microsoft 365") Suite, with special emphasis on Excel, Google Sheets, or similar spreadsheet-based program(s). The successful candidate should not require instruction on these programs

- Proficiency and comfort conducting business in-person or virtually, using Google-based or similar video-conferencing platforms
- Strong verbal and written communication skills,
- Strong interpersonal skills, and ability to maintain confidentiality.

Preferred Qualifications:

- Previous experience with human resources, preferably within a government environment
- Masters in Human Resource Management, or advanced Human Resources coursework or certification.
- Experience with professional development, employee training, or related efforts.
- Comfort with and ability to interact with people at a variety of levels

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position may require the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

MEA is located in the Montgomery Park Office Complex at 1800 Washington Blvd, Baltimore Maryland. Montgomery Park is a historic building with onsite amenities such as a food court, electric vehicle charging access and shuttle to public transportation nodes.

To Apply:

Send a cover letter, resume and salary requirements by email with “Human Resources Specialist” in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

Salary:

This is a State full-time employee position with all benefits eligible for full state employment benefits. Additional information about these benefits is available upon request. Salary commensurate with experience in the range of \$65,000 to \$105,000 annually.