



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

*****OPEN RECRUITMENT*****

DP FUNCTIONAL ANALYST TRAINEE (4497)

SALARY: \$36,280-\$57,567 (effective July 1, 2008)

CLOSING DATE: July 7, 2008

DESCRIPTION: The DP Functional Analyst Trainee is the entry level of work providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for an agency or Statewide systems housed on mainframe computer or large client server platforms. Duties include, but are not limited to: Learns to perform problem analysis to provide appropriate and timely corrective action; learns to review error codes generated by the application system to determine the appropriate course of action; and learns to assist technical programmer analysts in the design, development and testing of an application system. **Current vacancy is located at the Motor Vehicle Administration (MVA) in Glen Burnie, MD (Anne Arundel County).**

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of 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, data base or other applications.

- Notes:**
1. Additional 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, data base, or other applications may be substituted on a year-for-year basis for the required education.
 2. Education at an accredited college or university in microcomputer applications may be substituted at the rate of nine credit hours for each year of experience.

Licenses, Registrations and Certificates:

None

TO APPLY: You must complete an **MDOT** application to be considered for this recruitment. Resumes cannot be substituted for the **MDOT** application form. If you do not wish to apply online, you may call 410-865-1073 for an application. Applications can be mailed to: MDOT RECRUITMENT AND EXAMINATION UNIT, P.O. BOX 548, MAILSTOP 140, HANOVER, MD 21076. Qualified applicants may be subject to background and reference checks. Bilingual applicants are encouraged to apply. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

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