



Nancy K. Kopp
State Treasurer

Bernadette T. Benik
Chief Deputy Treasurer

Administrator II-Financial Analyst Recruitment # 17-002587-0008
Salary: \$46,857 - \$75,012 Grade 17 Closing Date: April 16, 2017

THIS IS A SKILLED SERVICE POSITION SPECIFIC RECRUITMENT FOR THE MARYLAND STATE TREASURER'S OFFICE. THE RESULTING ELIGIBILITY LIST WILL BE USED TO STAFF THIS POSITION/FUNCTION ONLY. INTERESTED PERSONS NEED TO REAPPLY FOR ANY FUTURE RECRUITMENTS FOR THIS CLASSIFICATION.

The Maryland State Treasurer's Office is seeking a Financial Analyst with strong analytical and organizational skills to join the Division of Debt Management. The Division of Debt Management is responsible for the issuance, analysis, record keeping, and payment of approximately \$9.5 billion of General Obligation Bonds outstanding, which are rated AAA (the best rating possible) by all three rating agencies. In addition, the division is responsible for repayment of outstanding monies for capital and energy leases.

This position administers the State's Capital Equipment Lease Purchase Program and Energy Capital Lease Programs. These programs are specialized programs administered exclusively by the State Treasurer's Office and utilized by all State agencies to finance eligible equipment purchases and energy saving improvements. This includes the daily oversight and management of approximately \$233 million capital leases outstanding and the payment of \$42 million in debt service.

The Financial Analyst is also responsible for coordinating certain activities required for the successful completion of each general obligation bond issuance. This position plays a critical role in the preparation of the Preliminary Official Statement (POS) and the Official Statement (OS) which serve as the State's bond offering documents utilized by rating agencies, investors and underwriter's in their respective capacities. This position is tasked with drafting all supporting internal legal documentation including Board of Public Works (BPW) agenda items, official resolutions and accompanying supporting documentation.

This position must continuously adjust procedures, analyses and document preparation to reflect the type of bonds utilized in each particular sale or lease. All necessary reports presented to the Treasurer, Comptroller and other governmental agencies, the public and the Governor's office will be produced by the individual in this position.

MINIMUM QUALIFICATIONS:

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

Experience: Four years of experience in administrative staff or professional work.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.

SELECTIVE QUALIFICATIONS (Required):

- One year of the required experience must have involved budget and/or data analysis in a professional office environment

PREFERRED QUALIFICATIONS:

- Extensive experience analyzing data, including use of Excel or other statistical software
- Experience writing reports and making recommendations based on analysis of quantitative data
- Post graduate education from an accredited college or university in public administration, public policy, business administration, finance, economics or related field

SELECTION PROCESS: Applicants who meet the minimum and selective qualifications will be admitted to examination for this classification. Successful candidates will be ranked as **Best Qualified, Better Qualified, or Qualified** and placed on the employment (eligible) list for at least one year.

EXAMINATION: The examination consists of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on the information contained in your application. *Therefore, it is important that you provide complete and accurate information to describe your training and experience, on your application.* You may be asked to supply transcripts upon interview.

General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-6382 or 410-260-7078.

Applicants must be willing to work in the Annapolis area and are subject to a background investigation to include criminal, credit and driving history.

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the new Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer", you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields. [Click here](#) to apply.

Please upload a current resume' for this recruitment.

If you do not have access to the Internet and need to fill out a paper application, please forward to:

Maryland State Treasurer's Office
80 Calvert Street, Room 109
Annapolis, Maryland 21401
Attn: Human Resources

or

FAX: 410-260-4090

Please include the recruitment number for which you are intending to apply.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: Call via Maryland Relay