



Applying for State Jobs on the Delaware Employment Link (DEL)

Self-Directed Workshop

Success starts with you!



Welcome!



We want to thank you for pursuing interest in employment with the State of Delaware. Whether you are a first time applicant or current State Employee, we believe that this information will be beneficial in your career search with the State.

The goal of this Self-Directed Workshop is to learn how to submit the best possible application for State of Delaware Jobs. We will list out objectives for this Workshop and discuss each objective.

You will complete this Workshop and learn the information on your own. However, you are welcome at any point to contact a Career Counselor and/or sign up for the Classroom Workshop. To reserve a seat in the Classroom Workshop or speak to a Career Counselor, call (302) 739-5458.

Objectives



Section 1

- Identify personal career interests and consider viable career options
- Understand the recruitment and hiring process for the State of Delaware
- Understand the State of Delaware Merit System

Section 2

- Understand how to navigate DEL

Section 3

- Learn techniques for submitting applications
- Understand how to access the resources available to job seekers

Before you get started...



To complete this Self-Directed Workshop, you will need access to a computer with internet access (**do not use a mobile device**)

- All online resources for this Workshop are located at www.delawarestatejobs.com

Tips



- There is no deadline to complete this Workshop, but we recommend taking notes of questions you have for follow up with a Career Counselor.
- If any of this information is unclear, stop and reach out to a Career Counselor. The Workshop is designed in a progressive order so it is important that you understand concepts and definitions as you go.
- Learn and have fun! This information was created for you and designed to be helpful, and participation is fully optional. There is a lot of information but it is all important.
- When you have completed the session, we may ask for feedback on the Workshop. While you are not obligated to provide feedback, we really appreciate it in order to improve the information provided.

Section 1 Directions



- Follow directions on each slide and carefully review all information and resources.

Definitions



- Review the entire list of [Definitions](#) by following the link. We recommend keeping this document handy while completing the Workshop
- Most commonly used definitions for this Workshop:
 - Career Ladder
 - Class Series
 - Job Classification (sometimes also referred to as Job Title)
 - Job Requirements
 - Merit Agency
 - Referral List
 - Ranking
 - Screening

More Definitions



The following are definitions for commonly used terms not mentioned on the previous form:

- Supplemental Questionnaire- questions on the application which must be answered to demonstrate competency in each area
- Screening Questions- These are **requirements**. The responses to these questions determine if the applicant is qualified
- Ranking Questions- additional questions used to score applicants, responses to these questions will not disqualify the applicant
- Recruitment Types- (more detailed definitions on the [Hiring Process](#))
 - **OC** Open Competitive- full time job recruitments open to anyone (benefits included)
 - **CS** Casual/Seasonal- hourly job recruitments open to anyone (no benefits)
 - **MO** Merit Only- only open to current Delaware Merit employees
 - **IH** In-House Only- only open to Delaware Merit employees who work for the hiring Agency
 - **EX** Exempt- jobs open to anyone and are not subject to the Merit Rules

Identifying Personal Career Interests



Before you prepare to demonstrate why you are the ideal candidate to Human Resources and Hiring Managers, you should determine what you have to offer an employer and seek out job opportunities that will fit with your wants and needs.

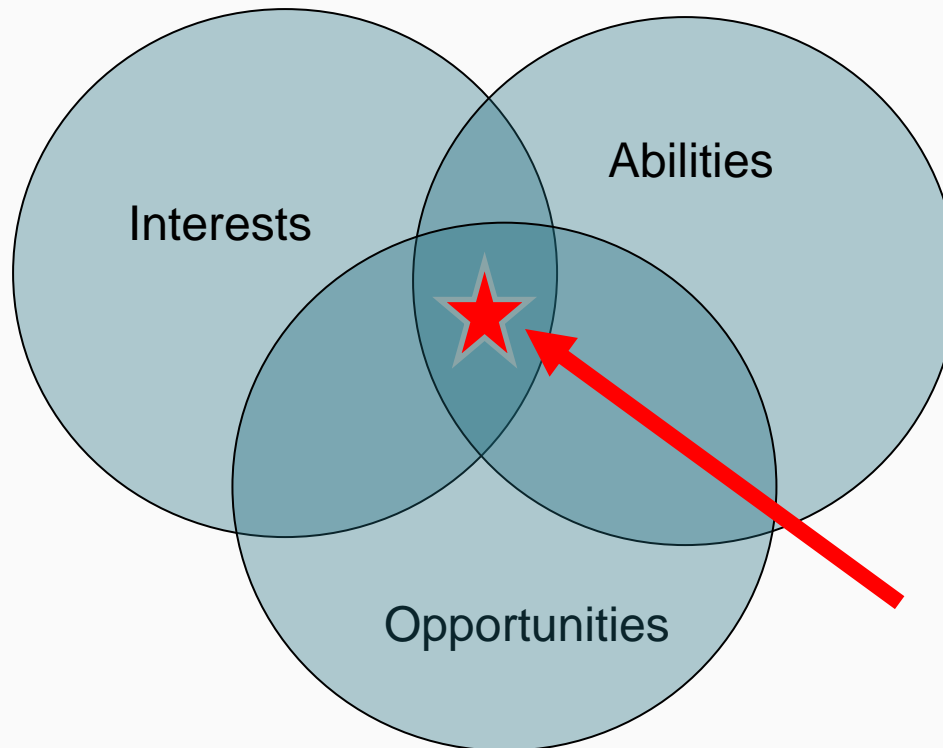
Some factors to consider...

Schedule, salary, benefits, Agency, division, location, commute, work expectations, work environment, work culture, etc.

Considering Viable Career Options



Determine your interests, honestly assess which jobs you may qualify for (more on that later) and create a “short list” of Job Classifications that meet your needs.



Understanding the Recruitment Process



Below are the steps that are taken during the recruitment process:

1. Application is submitted by the posted deadline (the Hiring Agency may choose to extend the deadline)
2. Application is screened to determine if the applicant meets the minimum qualifications
3. Applicants are notified on whether or not they are qualified
4. A list of the top 30 qualified Applicants is created and sent to the Hiring Manager (when over 30 applicants are qualified, a uniform scoring system is applied to rank applicants)
5. The Hiring Agency chooses who they wish to interview from the list (only applicants who are chosen for an interview will be contacted)
6. Interviews take place
7. A hiring decision is made (there may be additional screening that takes place such as criminal background checks and/or drug testing)
8. Applicants who were interviewed are notified if they were not selected

Understanding the Hiring Process



Please click the following link and review the information to learn about the [State of Delaware Hiring Process](#)

Understanding the Merit System



Per Delaware Code § 5902 General purpose:

“The general purpose of this chapter is to establish for this State a system of personnel administration based on merit principles and scientific methods governing the employees of the State in the classified service consistent with the right of public employees to organize under Chapter 13 of Title 19.”

In other words....

The Merit System is established to classify jobs and to establish uniform rules and procedures related to Personnel Management.

Not all jobs and Agencies are covered by the Merit System.

This Workshop only covers information for **Merit Jobs** in the State of Delaware. To view job opportunities for Non-Merit Agencies, follow the link:

<http://delawarestatejobs.com/apply/job-types-non-merit.shtml>

Understanding the Merit System: Merit Rules



Feel free to review the [State of Delaware Merit Rules](#) by clicking the link. This is not necessary as part of the Workshop, but recommended to gain a better understanding of the Hiring Process.

Merit Rules 1-8 are related to the recruitment and hiring process.

Introduction to DEL



Before exploring open jobs and searching for Job Classifications of interest on DEL, please watch the following short video:

[Applying for Jobs on DEL](#)

Reviewing Section 1...



Challenge your own knowledge by making sure you know the answers to the following:

1. What is a Job Classification?
2. What Recruitment Types are open for anyone to apply?
3. Name 3 Agencies which are NOT covered under the State of Delaware Merit System.

Answer key is at the end of this presentation.

Section 2 Directions



Now that you understand commonly used definitions, the Merit Rules and the Recruitment and Hiring process, lets explore DEL:

- Most of Slides # 18-40 are screenshots from DEL at www.delawarestatejobs.com. Navigate around the website using the Slides as a guide to explore and become familiar with the most important resources available to job seekers.
- **Red arrows and text** will indicate where to click as you progress through this section. If you get lost, go back to the home page and Slide #18
- Follow your curiosity! If you are exploring DEL and find something interesting, check it out. You can always get back on task by returning where you left off on this presentation.

Click the link above to access the DEL Homepage

Navigating DEL: Homepage



State of Delaware
The Official Website of the First State

State Services & Information

Delaware Employment Link

Explore. Apply. Succeed.

Office of Management and Budget, Facilities Management, Master Electrician

Featured Job

Job Title:
Training/Education Administrator I

Agency / Department:
DNREC/Office of Natural Resources / Parks and Rec.

Location:
Kent County

Job Search

Search

Statewide Search New Castle Kent Sussex

[View Open Jobs](#) [My Applications](#)

[Update Info](#) [Email Alerts](#)

Explore

- Top Reasons to Apply
- Featured Careers
- Hiring Process
- Job Seeker Resources
- Disability Resources

Apply

- How do I Apply
- Merit Opportunities
- Non-Merit Opportunities
- Casual/Seasonal Jobs
- Help Center

Click on Email Alerts



Navigating DEL: Email Alerts

[OPEN JOBS](#) [MY APPLICATIONS](#) [NOTIFY ME OF NEW JOBS](#) [CLOSED JOBS](#) [JOB DESCRIPTIONS](#)

Sign up for E-mail Alerts!

Never miss an opportunity! Register below to receive e-mail alerts for job classes that interest you. Once you have signed up, you will receive the alerts on the day the job opens. You will receive alerts for 180 days. If you are still looking at that time, you will need to register again for the alerts.

Select a category below or "check all boxes" to see a list of job titles. Place a check in the small box to the left of the Job code(s) to select those you wish to sign up for. You can select multiple classes. When you are done, select the blue "Add all Checked Classes to My Job Search Agent."

You will see all the titles that you have selected. You can choose to go back and add more or if you are done, you can select "Finish." On the next screen you will enter your email and select "Next." Last step is to select "Subscribe" to receive the alerts for 180 days!

Check all occupational groups you wish to include in your Job Search.

- | | |
|---|--|
| <input type="checkbox"/> Accounting and Fiscal Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Agriculture, Natural Resources & Sciences | <input type="checkbox"/> Arts, History & Museum Services |
| <input type="checkbox"/> Engineering, Planning & Technical Services | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Human Resource/Training | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Labor, Trades & Crafts |
| <input type="checkbox"/> Land Acquisition/Property Management | <input type="checkbox"/> Law Enforcement and Public Safety |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Library Services |
| <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Research and Analysis | <input type="checkbox"/> Supply, Procurement, Contracting |

Submit

Back

Check all boxes

Uncheck all boxes

The statement above describes the purpose of E-mail Alerts. After reviewing, *click back on your browser or click the link to return to [DEL Homepage](#)*

Navigating DEL: View Open Jobs



State of Delaware
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State Services & Information

Delaware Employment Link

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Office of Management and Budget, Facilities Management, Master Electrician

Featured Job

Job Title:
Training/Education Administrator I

Agency / Department:
DNREC/Office of Natural Resources / Parks and Rec.

Location:
Kent County

View Open Jobs My Applications
Update Info Email Alerts

Job Search

Search

Statewide Search New Castle Kent Sussex

Explore

- Top Reasons to Apply
- Featured Careers
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- Job Seeker Resources
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- Non-Merit Opportunities
- Casual/Seasonal Jobs
- Help Center

Next, we will explore how jobs are posted by *clicking View Open Jobs*

Navigating DEL: View Open Jobs



- Home**
 - About Us
 - Help Center
 - [Our Location](#)
- Services** +
 - View Jobs
 - Application Status
 - Career Counseling
- Information** +
 - Announcements
 - Disability Resources
 - Hiring Process
 - How to Apply
 - Job Seeker Resources
 - Practice Application
 - Reasons to Apply
 - Special Appointments
 - Testing Locations
 - Veterans Information
- Benefits** +
- Featured Careers** +

Current Job Postings

Showing: All Categories Sorted by: Closing Date

Job Categories ▼ Sort By ▼ Search

IH Correctional Lieutenant (Open to State of Delaware Dept of Correction Merit Employees Only) [Apply](#)

Salary: \$53,108.22/Min5 % SD *See Add'l Posting Info
Location: James T. Vaughn Correctional Center, Smyrna
Closes in 13 hours

OC Environmental Health Specialist II [Apply](#)

Salary: \$34,142/Min - \$42,678/Mid
Location: University Plaza, Newark
Closes in 13 hours

OC Family Services Program Analyst [Apply](#)

Salary: \$34,142/Min - \$42,678/Mid
Location: Delaware Youth and Family Ctr, Wilmington
Closes in 13 hours

OC Judicial Case Processor I [Apply](#)

Salary: \$24,346/Min - \$30,433/Mid
Location: JP Court No 16, Dover
Closes in 13 hours

CS Court Security Officer II [Apply](#)

Salary: \$16.75/hour
Location: JP Court No 7, Dover
Closes in 13 hours

OC Telecommunications/Network Technician Supervisor [Apply](#)

Salary: \$47,892/Min - \$59,865/Mid
Location: Herman Holloway Campus, New Castle
Closes in 13 hours

The search bar provides various ways to sort open jobs

Click on any open job

Navigating DEL: Job Bulletin



[OPEN JOBS](#) [MY APPLICATIONS](#) [NOTIFY ME OF NEW JOBS](#) [CLOSED JOBS](#) [JOB DESCRIPTIONS](#)

Judicial Case Processor I Recruitment #062819-MAFC01-21300

Opening Date 6/29/2019 12:00:00 AM

Closing Date 7/5/2019 11:59:00 PM

Type of Recruitment

Salary Yearly: \$24,346.00/Min - \$30,433.00/Mid

Salary Plan M37

Pay Grade 6

Shift Hours Monday-Friday; 8:00 a.m. - 4:00 p.m.

Employment Type Actual Vacancy

Employment Term Regular

Agency Justice of the Peace Court

Location(s) JP Court No 16: (414 Federal Street, Dover, DE, 19901)

Contact Name Human Resources

Contact Phone 302-323-4530 

[Go Back](#) [Apply](#) [View Benefits](#)

Navigating DEL: Job Bulletin Definitions



- **Opening Date:** When the recruitment was posted
- **Closing Date:** Submit application no later than 11:59 PM on this date (system locks recruitment at midnight)
- **Type of Recruitment:** Open Competitive, Casual/Seasonal, Merit Only, In-House Only or Exempt
- **Salary:** Salary offered within the range is at Agency discretion.
- **Salary Plan:** Funding plan for this position
- **Pay Grade:** Each Merit Job Classification is assigned a pay grade on the pay scale (follow link to see pay scale for [37.5 hour work week](#), [40 hour work week](#) and [information about Select Market Variation.](#))
- **Shift Hours:** Agencies will typically indicate if the schedule will regularly go beyond the standard work week (IE: Nights, Weekends, Holidays, etc.)

Navigating DEL: Job Bulletin Definitions (cont.)



- **Employment Type:**
 - Actual Vacancy = Position not filled.
 - Actual Vacancies = Multiple positions not filled
 - Anticipated Vacancy = Employee in position is planning on leaving
 - Anticipated Vacancies = Multiple positions filled but the employees are expected to leave
- **Employment Term:** Regular or Temporary
- **Agency:** Hiring Agency/Division/Section
- **Location(s):** Work location(s)
- **Contact Name and Phone Number:** The Hiring Agency's HR office where Applicant questions may be directed

TIP: Use Agency and location information to search the web and find out more information about the Hiring Agency.

After reviewing, click back on your browser or click the link to return to [DEL Homepage](#)

Navigating DEL: Job Seeker Resources




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Statewide Search New Castle Kent Sussex


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Apply

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- Help Center



Click on Job Seeker Resources

Navigating DEL: Job Seeker Resources/Job Titles



Job Seeker Resources is a one stop shop for resources related to recruitment and employment with the State of Delaware. It is recommended that you explore all of this information on your own to make more informed decisions when considering employment with the State. For now, we will explore different ways to browse all Merit Job Titles in the State by *clicking on Job Titles*.

State of Delaware
The Official Website of the First State

Delaware Employment Link
Explore. Apply. Succeed.

Home
About Us
Help Center
Our Location

Services +

Information +
Announcements
Disability Resources
Hiring Process
How to Apply
Job Seeker Resources
Practice Application
Reasons to Apply
Special Appointments
Testing Locations
Veterans Information

Benefits +

Featured Careers +

Job Seeker Resources

Applying

- Agency Human Resource Offices
- Application Status
- Computer Access Locations PDF
- Degree Directory PDF
- DEL Applicant User Guide PDF
- EEO is the Law PDF
- EEOC Poster Supplement (GINA) PDF
- Employee Rights Under FLSA – Minimum Wage PDF
- Help Center
- Job Definitions
- Job Titles
- Job Types
- Paygrade Tables
- Retrieve UserID or Password
- State of Delaware Hiring Process

Employment Services

- Applicant Appeal
- Career Counseling
- Directions to Employment Services
- Functional Capability Evaluation Forms (FCE)
- Test Locations and Times
- Test Procedures
- Test Study Guides

People with Disabilities

- Selective Placement Program

Veterans

- Preference and Procedures

Benefits

- Employees Rights Under FMLA PDF
- Overview of Benefits
- Statewide Benefits
- Total Compensation Calculator

SEAL OF THE STATE OF DELAWARE

Navigating DEL: Alphabetical Listing of Job Titles



Alphabetical Listing of Job Titles

Search Class Specifications:



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Occupational Grouping | Career Ladder Listing

↑ Job Code ↓	↑ Class Title ↓	↑ Yearly Min/Yearly Mid / Yearly Max ↓	↑ Pay Grade ↓	↑ Salary Plan ↓
MABB01	Accountant	\$31,912.00 / \$39,890.00 / \$47,868.00	010	M37
MABA02	Accounting Specialist	\$27,870.00 / \$34,838.00 / \$41,806.00	008	M37
MABA01	Accounting Technician	\$24,346.00 / \$30,433.00 / \$36,520.00	006	M37
MDCA01	Active Treatment Facilitator	\$24,286.00 / \$30,358.00 / \$36,430.00	006	U02A
MDCB01	Activity Aide I	\$24,286.00 / \$30,358.00 / \$36,430.00	006	U02A
MDCB02	Activity Aide II	\$25,984.00 / \$32,480.00 / \$38,976.00	007	U02A
MDCC01	Activity Therapist I	\$29,751.00 / \$37,189.00 / \$44,627.00	009	U02A
MDCC02	Activity Therapist II	\$34,142.00 / \$42,678.00 / \$51,214.00	011	M37
MDDZ79	Youth Rehabilitation Institution Superintendent	\$62,776.00 / \$78,470.00 / \$94,164.00	020	M37
MDDZ80	Youth Rehabilitation Program Manager	\$51,242.00 / \$64,053.00 / \$76,864.00	017	M37
MDDZ81	Youth Rehabilitation Treatment Specialist	\$34,142.00 / \$42,678.00 / \$51,214.00	011	M37
MDDZ82	Youth Rehabilitation Treatment Supervisor	\$44,755.00 / \$55,944.00 / \$67,133.00	015	M37
MGAH03	Zoo Manager	\$39,093.00 / \$48,866.00 / \$58,639.00	013	M37

Navigating DEL: Alphabetical Listing of Job Titles Information



- The Alphabetical Listing includes all Job Titles that the State has to offer
- Click on any Job Code to review the Class Description
- Not all of these positions are currently being recruited for, but the Class Description page will show if a recruitment is open (as pictured below):



Administrative Specialist I (#MAAA01)

\$26,309.00 Yearly Min / \$32,886.00 Yearly Mid / \$39,463.00 Yearly Max

Administrative Specialist II (#MAAA02)

\$28,149.00 Yearly Min / \$35,186.00 Yearly Mid / \$42,223.00 Yearly Max

Administrative Specialist III (#MAAA03)

\$30,123.00 Yearly Min / \$37,654.00 Yearly Mid / \$45,185.00 Yearly Max

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Career Opportunities.



Navigating DEL: Occupational Grouping



Alphabetical Listing of Job Titles

Search Class Specifications:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Occupational Grouping | Career Ladder Listing

↑ Job Code ↓	↑ Class Title ↓	↑ Yearly Min/Yearly Mid / Yearly Max ↓	↑ Pay Grade ↓	↑ Salary Plan ↓
MABB01	Accountant	\$31,912.00 / \$39,890.00 / \$47,868.00	010	M37
MABA02	Accounting Specialist	\$27,870.00 / \$34,838.00 / \$41,806.00	008	M37
MABA01	Accounting Technician	\$24,346.00 / \$30,433.00 / \$36,520.00	006	M37
MDCA01	Active Treatment Facilitator	\$24,286.00 / \$30,358.00 / \$36,430.00	006	U02A
MDCB01	Activity Aide I	\$24,286.00 / \$30,358.00 / \$36,430.00	006	U02A
MDCB02	Activity Aide II	\$25,984.00 / \$32,480.00 / \$38,976.00	007	U02A
MDCC01	Activity Therapist I	\$29,751.00 / \$37,189.00 / \$44,627.00	009	U02A
MDCC02	Activity Therapist II	\$34,142.00 / \$42,678.00 / \$51,214.00	011	M37
MDDZ79	Youth Rehabilitation Institution Superintendent	\$62,776.00 / \$78,470.00 / \$94,164.00	020	M37
MDDZ80	Youth Rehabilitation Program Manager	\$51,242.00 / \$64,053.00 / \$76,864.00	017	M37
MDDZ81	Youth Rehabilitation Treatment Specialist	\$34,142.00 / \$42,678.00 / \$51,214.00	011	M37
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MGAH03	Zoo Manager	\$39,093.00 / \$48,866.00 / \$58,639.00	013	M37

Navigating DEL: Occupational Grouping (cont.)



Occupational Grouping of Job Titles

Occupational Group: Administrative Services :: Occupational Series: Administrative Support

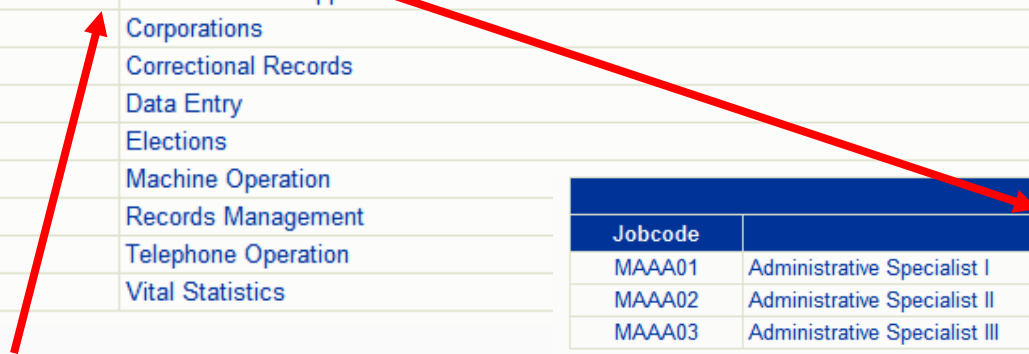
[Alphabetical Listing](#) | [Career Ladder Listing](#)

AA	Occupational Class Series
	Administrative Support
	Corporations
	Correctional Records
	Data Entry
	Elections
	Machine Operation
	Records Management
	Telephone Operation
	Vital Statistics

Administrative Specialist Series		
Jobcode	Administrative Specialist	Pay Grade
MAAA01	Administrative Specialist I	007
MAAA02	Administrative Specialist II	008
MAAA03	Administrative Specialist III	009

Jobcode		Pay Grade
MAAZ01	Administrative Specialist	013
MAAZ02	Clerical Assistant	001
MAAZ03	Controller Generals Support Officer	012
MAAZ04	Document Processing Supervisor	011
MAAZ05	Executive Assistant	018
MAAZ06	Executive Secretary	010
MAAZ09	Licensing Specialist	007
MAAZ10	Mini/Micro Computer Supervisor	009
MAAZ11	Office Manager	010
MAAZ12	Operations Support Specialist	005
MAAZ14	Production Supervisor	010
MAAZ16	Senior Clerk	006
MAAZ17	Statistical Information Supervisor	010
MAAZ18	Statistician	009

Click any Occupational Class Series to review all Job Titles in the series.



Navigating DEL: Occupational Grouping Information



- Occupation Grouping re-orders the full list of Job Titles and groups together similar types of work
- This may make browsing for Job Titles easier by selecting Occupational Groupings related to your skills
- Some Job Titles may be difficult to understand based on the name alone, sorting by Occupational Grouping makes it easier to recognize all Job Titles that may fit your skill set.
 - Before passing over a Job Title based on title, take a look at the Class Specification to get a better description of the work

After reviewing, click back on your browser or click the link to return to [Alphabetical Listing of Job Titles](#)

Navigating DEL: Career Ladder Listings



Alphabetical Listing of Job Titles

Search Class Specifications:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Occupational Grouping | Career Ladder Listing

↑ Job Code ↓	↑ Class Title ↓	↑ Yearly Min/Yearly Mid / Yearly Max ↓	↑ Pay Grade ↓	↑ Salary Plan ↓
MABB01	Accountant	\$31,912.00 / \$39,890.00 / \$47,868.00	010	M37
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Navigating DEL: Career Ladder Listings



Career Ladder Listing of Job Titles



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Occupational Grouping](#) | [Alphabetical Listing](#)

Job Code	Accounting Support	Pay Grade
MABA01	Accounting Technician	006
MABA02	Accounting Specialist	008
Agricultural Commodity Inspections		
MGAA01	Agricultural Commodity Inspector I	006
MGAA02	Agricultural Commodity Inspector II	008
MGAA03	Agricultural Commodity Inspector III	010
Alcohol and Tobacco Enforcement		
MBBA01	Alcohol & Tobacco Enforcement Agent I	007
MBBA02	Alcohol & Tobacco Enforcement Agent II	009
MBBA03	Alcohol & Tobacco Enforcement Agent III	011
Analytical Chemistry		
MGBA01	Analytical Chemist I	010
MGBA02	Analytical Chemist II	013
MGBA03	Analytical Chemist III	015

Navigating DEL: Career Ladder Listings Information



- Career Ladder Positions allow employees to promote non-competitively. **In other words**, employees in Career Ladder Positions may be promoted once they meet the Job Requirements at the next level and other benchmarks established by the Agency.
- Only Job Classifications Appearing on the Career Ladder Listing qualify.
- Some Agencies do not have the level of work to support the highest level of the Career Ladder. This is an important question to ask when interviewing for a Career Ladder position. For example, Human Resources Specialist has three levels on the Career Ladder, but certain Agencies are only approved to promote a Human Resources Specialist up to the second level.

After reviewing, navigate the Job Titles Listing and click on any Job Code that interests you, or you may view the [Accounting Technician Class Specification](#) (used as the example on this presentation) by following the link.

Navigating DEL: Class Specification



Accounting Technician (#MABA01)

\$24,346.00 Yearly Min / \$30,433.00 Yearly Mid / \$36,520.00 Yearly Max

Accounting Specialist (#MABA02)

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Career Opportunities.

\$27,870.00 Yearly Min / \$34,838.00 Yearly Mid / \$41,806.00 Yearly Max



Notify Me when a Job Opens for the above position(s)

Description of Occupational Work

This class series uses two levels of work in the Administrative Services occupational group, Fiscal Services occupational series and describes full performance accounting support work. Accounting support services provide technical support to accounting, bank/tax examinations, collection, cash management, revenue, program funding, auditing, financial analysis, program management, timekeeping/payroll, and various other fiscal, financial, and tax functions.

Work typically includes various combinations of business transactions such as, but not limited to classifying, computing, verifying, recording/posting, reconciling, simple audit/examination, summarizing numerical data, and compiling reports. Assignments are accomplished through manual and electronic applications. Regular contacts include intra/inter agency, local/state/federal agencies, and private sector organizations/individual citizens.

Note: This career ladder series incorporates Accounting Technician and Accounting Specialist. Employee advancement/promotion through the career ladder depends on the employing agency's operational needs and distribution of work. Those two controlling factors may limit the opportunity for employees to advance to Accounting Specialist. The Accounting Technician is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at the higher level, Accounting Specialist. To implement the career ladder, current employees are assigned to the level for which they meet minimum qualifications and promotional standards. Employees may advance through the career ladder in accordance with promotional standards applicable to the employing agency. The promotional standards, part of a selection document under separate cover, set forth the criteria that define and describe the complexity of work required for advancement to Accounting Specialist.

Navigating DEL: Class Specification (cont.)



Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Incumbents can complete job duties of similar kind not specifically listed here.

- Compute fiscal/financial transactions.
- Reconcile transactions/accounts.
- Classify and code fiscal/financial transactions.
- Review to ensure compliance with required documentation, computations, codes, signatures, and rules/regulations.
- Record fiscal/financial transactions to various financial information systems.
- Interact with public/private sector to provide/obtain information.
- Compile information/develop reports for use by others.
- Monitor balances and report discrepancies.
- Participate in recommending systems and forms enhancements.

Levels of Work

Accounting Technician

This level represents full performance technical support of fiscal/financial/auditing functions. Work encompasses the full range of activities as described in Essential Functions.

- Learns various processes/procedures, laws, rules, and regulations.
- Responsible for full range of support activities involving agency fiscal/financial/auditing functions.
- Assignments fall within established and known systems, processes, and operations.
- Works independently with supervision limited to periodic review of completed work.
- Provide technical assistance to higher level fiscal/financial/audit staff and various other internal/external contacts.
- Regular communication typically includes internal/external contacts for the purpose of clarifying/gathering information and problem resolution regarding routine matters.

Accounting Specialist

Navigating DEL: Class Specification (cont.)



Knowledge, Skills and Abilities

The intent of the listed knowledge, skills, and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSAs listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles and practices of bookkeeping/basic accounting/basic auditing.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of applicable accounting systems, budgetary processes, and auditing/reporting procedures.
- Knowledge of employing agency's program concentration, policies, and procedures.
- Knowledge of the applicable laws, rules, and regulations.
- Ability to apply analytical methods including computer applications to resolve bookkeeping/accounting problems.
- Ability to perform basic mathematical calculations.
- Ability to develop/recommend courses of action and express ideas clearly, concisely, and effectively, both orally and in writing.

In addition to the above Knowledge, Skills and Abilities, the Accounting Specialist requires:

- Knowledge of interrelationships of agency's accounting/program functions.
- Skill in completing special projects/studies.
- Skill in educating internal/external contacts regarding policies/procedures related to complex fiscal/financial/auditing activities.
- Ability to complete assignments across multiple functional areas.

Navigating DEL: Class Specification (cont.)



Job Requirements

JOB REQUIREMENTS for Accounting Technician

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Possession of an Associates degree or higher in Accounting or related field.

OR

- Possession of a Bachelors degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. Six months experience in processing financial transactions in areas such as accounting, auditing, payroll, or taxes.
2. Six months experience in creating financial reports which includes combining and presenting financial data from multiple sources in an organized format.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Navigating DEL: Class Specification Information



- **Description of Occupation Work:** Provides a brief and general summary of the type of work performed.
- **Essential Functions:** Fundamental, core functions common to all positions in the Class Series and are not intended to be an exhaustive list of all job duties for any one position in the Class.
- **Levels of Work:** Describes additional Essential Functions as an Employee levels up in the Class Series.
- **Knowledge, Skills and Abilities:** Describes competencies needed at each level of the Class Series. These competencies are not required at entry and typically can be learned on the job.
- **Job Requirements:** In order to qualify for the position the Applicant must have education, training and/or experience demonstrating competence in each Job Requirement. Applicants will need to demonstrate competency by answering Supplemental Questions. In other words, you have to meet all Job Requirements in order to qualify for the position and be considered for hire.

Navigating DEL: Important Tips



- In order to qualify for a position, you will need to meet all of the Job Requirements. When a Position is posted, there will be Supplemental Questions to answer for each Job Requirement for that Job Classification. Review the Job Requirements before applying to determine if it is worth filling out an application for a particular Job Classification.
- In Slide #8, we discussed making a “short list” of Job Classifications which you are both interested in and may qualify for. Use the [Listing of Job Titles](#) to explore all of the Job Classification the State has to offer. Click on the Job Code to review the Class Specification and Job Requirements.
- By viewing Class Specifications, you will see the opportunities to determine the best path for career advancement.

Reviewing Section # 2



Challenge your own knowledge by making sure you know the answers to the following:

1. What are the 3 different orders that Job Classifications may be viewed in?
2. True or False: you need experience in all Essential Functions in order to qualify for a position.
3. How will you demonstrate competency for Job Requirements when filling out an application?

Answer key is at the end of this presentation.

Section 3 Directions



- Follow directions on the slides and carefully review all information and resources.

Completing an Application



Now that you understand how to navigate DEL, view open jobs and browse all of the Class Specifications that the State has to offer, it is time to learn how to submit the best possible application in order to successfully pass screening and to encourage Hiring Managers to select you for an interview.

Techniques for Submitting Applications



Please watch the following two quick videos which contains very important information and tips on how to fill out applications and properly address the Supplemental Questions:

- <https://www.youtube.com/watch?v=qtUrLqXiXdc>
- <http://Statejobs.delaware.gov/apply/tips-video.shtml>

Review of Videos



Key Points:

- You must meet all Job Requirements in order to qualify
- If a Job Requirement asks for **experience**:
 - Must be bona fide work experience (job, paid internship, etc.)
 - Must be clear that you have the minimum work experience necessary. For example, if the question asks for *6 months experience*....then you must have the equivalent of 6 months **work experience** working full time hours either through one or multiple relevant job(s). Partial credit is given for part time work (IE: 1 year at job working 20 hours per week = 6 months experience)
- If a Job Requirement asks for **knowledge**:
 - May be work experience, academic coursework, training/education courses, academic studies, etc.

Review of Videos (cont.)



- Always keep in mind that the evaluator cannot assume anything about your experience
 - When answering Supplemental Questions, provide examples of past work, specific job duties, and action taken to achieve work responsibilities
 - Jobs cited in the Supplemental Questionnaire to describe competency must be described in the Work History Section in order for Evaluators to verify type and length of experience
 - Make sure to included dates of employment and hours worked so that the length of experience can be verified
- When reading each question, review carefully and address the entire question, look out for “such as” versus “which includes” and make sure to provide the necessary amount of detail

Techniques for Submitting Applications: Supplemental Questionnaire (SQ)



Sup Qu

EEO/AA

Profile

School

Work

Resume

Review

Send

Exit

Supplemental Questionnaire

You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says "**Save and Continue**". All fields with **asterisk*** are required.

* Do you have 1 year experience in inventory control such as ordering, receiving, tracking, storing and handling inventory; disbursing materials, supplies and equipment?

Yes

No

* To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.



- The **Supplemental Questionnaire** is a critical part of application:
 - DO:
 - Read Supplemental Questions carefully (and multiple times).
 - Address each specific part of the question.
 - Take your time to completely answer each question.
 - Read over and check for spelling errors. If possible, have someone else review your work before submitting.
 - Detail your education, training and/or experience as required by the Job Requirement.
 - Provide examples of experience as it relates to the Job Requirement (tasks, projects, responsibilities, etc.)



- The **Supplemental Questionnaire** is a critical part of application:
 - **DO NOT:**
 - Apply for jobs you won't qualify for
 - Repeat the same answer in each narrative box.
 - Write "See Resume" or "See Above."
 - Simply repeat the question as your answer.
 - Provide vague, general and/or excessively long responses
 - Copy and paste your Work History or Resume into responses

Important Tip!!!



Since the Job Requirements do not change very often, each time a Position opens for the same Job Title, you can expect to answer the same core questions each time you complete the Application (there may be additional ranking questions). **Type your responses on a word document, then copy and paste onto your Application. Save your Word Document to create a “bank” of questions and responses.** There are multiple advantages to this method:

- Dramatically cuts down the time it takes to complete an Application, allowing you to submit more Applications per day, week, etc.
- Instead of re-answering the same question on multiple Applications, you can re-use your responses and make adjustments if necessary.
- You will not lose your work if the internet cuts out or if you get booted from the website (make sure to save the Word Document regularly).
- It is much easier to type and review your responses on a Word Document compared to the text boxes on the Supplemental Questionnaire.

Other Types of Supplemental Questions



In addition to addressing the Job Requirements, some recruitments may have additional questions to rank Applicants or to allow the Applicant to demonstrate competency in an area more specific to the Position.

Selective Requirements and Preferred Qualifications



- Selective Requirement- additional Job Requirements reflected on a Job Posting to screen Applicants for the Job Classification. **Applicants who do not meet the Selective Requirement AND Job Requirements will not qualify.**
- Preferred Qualification- used on a Job Posting indicating the desired education/training and/or experience. **Applicants who meet the Job Requirements but do not meet the Preferred Qualification still qualify.**

Training & Education Questions



Some recruitments may have additional Training & Education Questions used to rank Applicants. These questions typically appear on Job Classifications which commonly receive over 30 qualified Applicants per recruitment.

Responses to Training & Education questions will not disqualify an Applicant who meets the Job Requirements.

Training & Education Questions (cont.)



Training & Education Questions which require a response will typically ask the Applicant to provide the years of experience they have in the competency (pictured below.) In some cases, questions will be in a “yes/no” format.

* Please select the response that best describes your work experience in supervising youth in a residential facility such as group homes or detention centers on the following rating scale:

- Less than 1 year of Work Experience
- At least 1 year of Work Experience
- At least 2 years of Work Experience
- At least 3 years of Work Experience
- At least 4 years of Work Experience
- At least 5 years of Work Experience
- No Work Experience

* To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.

These questions are not Job Requirements and are used for *ranking* Applicants. You will still have to respond to all of these questions.

Work History



In addition to answering the Supplemental Questions, you need to list your experience, training, education and duties performed in the Work History section. Evaluators will use the information to determine the credibility of your responses on the Supplemental Questionnaire. *If the evaluator cannot verify experience, length of employment and/or that your job duties are relevant to the Job Requirement and consistent with your response on the Supplemental Questionnaire, then you will not meet that Job Requirement.*

Administrative Specialist III #062019-MAAA03-600800
You may fill out the application in any order by clicking on the tabs

Sup Qu EEO/AA Profile School **Work** Resume Review Send Exit

Enter New Job # 5

Enter New Job # 5

Name of Employer*

Mailing Address*

Street Address

City

State

Zip

Phone number

Dates of employment*

From

To

Avg # hrs worked/wk*

Full- or Part-time* Full-time Part-time

No of Employees Supervised

Job Title*

Still employed?* Yes No

Reason for leaving

Description of Primary Duties*
You are allowed a maximum of 2000 characters.

You may add as many jobs as you need to based on your work history. At a minimum, make sure to include all jobs which you mention on the Supplemental Questionnaire

Always make sure to provide **Dates of employment** and **Avg # hrs worked/wk**. Evaluators use this information to determine if you have enough experience.

Your primary duties should describe in detail what you were responsible for at that particular job. The information here should be consistent with your responses on the supplemental questionnaire.

Accessing Job Seeker Resources



- All of the resources provided in the presentation are available at www.delawarestatejobs.com
- [Job Seeker Resources](#) has additional information and resources not covered in this Workshop. As stated earlier, it is recommend to browse all links on this page to make more informed decisions when considering employment with the State of Delaware
- If you have questions or would like to follow up, please call Employment Services at (302) 739-5458 to speak to a Career Counselor

Reviewing Section 3



Challenge your own knowledge by making sure you know the answers to the following:

1. Can you use your degree to get credit for an “experience” question?
2. What two pieces of information need to be consistent with one another?
3. Should you provide examples of work in the Supplemental Questionnaire or Work History Section?

Answer key is at the end of this presentation.

Brief Notes on Interviews



- If invited for an interview, carefully review/clarify all information:
 - Job Title, Date/Location, Materials to bring, etc.
- Be prepared, calm and confident.
- Dress appropriately for the position and show up early for the interview.
- Sell yourself, the interview is your opportunity to stand out from crowd.
- Job Competition: stay positive and keep applying, don't get discouraged, don't assume that you are not qualified or weren't close to being hired if not selected.

Section 1 Answer Key



1. What is a Job Classification? *A type of job offered by the State. There are multiple positions in almost all Job Classifications.*
2. What recruitment types are open for anyone to apply? *Open Competitive (OC), Casual/Seasonal (CS) and Exempt (EX)*
3. Name 3 Agencies which are NOT covered under the State of Delaware Merit System.
<http://delawarestatejobs.com/apply/job-types-non-merit.shtml>

Section 2 Answer Key



1. What are the 3 different orders that Job Classifications may be viewed in? *Alphabetical, Occupational Grouping and Career Ladder (only includes qualifying Job Titles)*
2. True or False, you need experience in all Essential Functions in order to qualify for a position. *False. You need to meet all of the Job Requirements.*
3. How will you demonstrate competency for Job Requirements when filling out an application? *By answering the Supplemental Questionnaire*

Section 3 Answer Key



1. Can you use your degree to get credit for an “experience” question? *No, experience questions require work experience to qualify.*
2. What two pieces of information need to be consistent with one another? *The Work History Section and your answers on the Supplemental Questionnaire.*
3. Should you provide examples of work in the Supplemental Questionnaire or Work History Section? *You should provide examples of how you completed work in the Supplemental Questionnaire. List your overall duties in the Work History Section.*

Important Takeaways



- Merit System Jobs for the State of Delaware follow standard recruitment and hiring procedures and can be found at www.delawarestatejobs.com
- Each application will ask you to list your job duties in the Work History Section and address Supplemental Questions designed to determine competency and ability to perform the work
- You have to meet all Job Requirements in order to qualify
- Read Supplemental Questions carefully and provide thoughtful answers that address the entire Job Requirement
- Make sure your job duties and Work History are consistent with your responses so that you are given the most credit possible
- Do not take shortcuts, take your time to submit a complete Application. Don't replace any part of the Application with a resume.

Thank You!



Thank you for taking the time to complete this Self-Directed Workshop. We truly hope that this information was clear, informative and will help you in pursuit of career opportunities with the State of Delaware.

Next Steps....

- If you have questions, contact a Career Counselor at (302) 739-5458.
- Complete the [Survey](#) to provide feedback on this course so we may make continuous improvements.
- Get out there and apply for jobs!



GOOD LUCK!!!!

State of Delaware, Department of Human Resources, Employment Services