

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE AUGUST 30, 2011 BOARD MEETING**

I. Appointments Grade 19 and above:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Serra, Steven D.	Director, Human Resources	21	Office of Administration/Office of Human Resources	TBD

II. Appointments Grade 18 and below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Burns, Ann	Vocational Rehabilitation Specialist II	13	Rehabilitation Services, Region V	07/27/2011
Foster-Jackson, Desiree	Vocational Rehabilitation Specialist II	13	Rehabilitation Services, Workforce and Technology Center	08/24/2011
Meadows, Catherine	Vocational Rehabilitation Specialist I	12	Disability Determination Services	07/27/2011

III. Other Actions:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
None				



Bernard J. Sadusky, Ed.D.
Interim State Superintendent of Schools

200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0100 · 410-333-6442 TTY/TDD

August 30, 2011

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Steven D. Serra
Position: Director, Office of Human Resources
Division: Office of Administration
Salary Grade: 21 (\$56,496 - \$91,456)
Effective Date: TBD

JOB REQUIREMENTS:

Education:

A Bachelor's Degree in a related area; a Master's in Human Resources, Public Administration, Business or a related field is preferred.

Experience:

Five successful years of experience in human resources that includes recruitment and selection, employee relations, policy formulation, salary administration or other HR related area; experience supervising human resources staff and program management are required.

JOB DESCRIPTION:

This is a professional position serving as the Director of the Office of Human Resources responsible for directing all human resources functions that support the mission of the agency. Functions include recruitment, employee relations, compensation, position classification, employee benefits and services, policy development, workforce planning, timekeeping and employee information systems.

Qualifications:

University of Baltimore (Baltimore, Maryland) 1988 – Master of Science in Applied Psychology, Industrial/Organizational Personnel Psychology

Towson University (Towson, Maryland) 1984 – Bachelor's Degree in Business Administration (Personnel Management & Marketing) and Psychology

Experience:

Comptroller of Maryland (Annapolis, Maryland)

2008 - Present Director, Office of Personnel Services

Department of Budget and Management (Baltimore, Maryland)

1998 – 2008 Director, Recruitment and Examination

Maryland Department of Transportation (Baltimore, Maryland)

1994 – 1998 Manager, Recruitment and Examination

Maryland State Department of Education (Baltimore, Maryland)

1992 – 1994 Vocational Rehabilitation Specialist

Maryland Department of Natural Resources (Annapolis, Maryland)

1989 – 1992 Employee Selection Specialist I

Maryland State Police (Baltimore, Maryland)

1987 – 1988 Employee Selection Specialist I

Psycon (Towson, Maryland)

1987 Research Assistant

EMPLOYMENT STATUS:

New Hire