

Building a Brighter Future at MDOT

A Guide to MDOT's Federal Worker Support Initiative



**YOUR EXPERIENCE + MDOT OPPORTUNITIES
BUILD YOUR FUTURE IN MARYLAND!**

mdot.maryland.gov



Opportunities to Build a Brighter Future

JOIN US AT MDOT



The Maryland Department of Transportation (MDOT) encourages federal workers impacted by recent layoffs to consider career opportunities at MDOT and other State agencies. MDOT offers a meaningful path for those looking to make a significant impact on the lives of Marylanders every day. The skills and experience gained in federal service—such as Engineering and Planning, Administration, and Customer Service—are highly transferable to roles within MDOT, enabling a seamless transition for those seeking to continue their public service careers. With numerous opportunities available, the State of Maryland is committed to retaining a strong workforce and positioning itself as a premier employer for public service careers.



A Message from Governor Wes Moore

On February 28, we announced a series of actions to help Marylanders impacted by federal workforce layoffs, firings, and changes to federal funding. After convening a roundtable with impacted federal workers, business and union leaders, and Moore-Miller Administration cabinet officials, we announced expanded resource webpages across state government, partnerships to launch job fairs across the state, and directives for agencies to facilitate public servant transitions to new careers in Maryland.

We have an obligation to protect the thousands of Marylanders whose lives have been disrupted by these arbitrary, draconian cuts and layoffs from Washington, D.C. Our public servants are the best of us—true patriots of the highest order who have raised their hands to give back to our communities. Maryland is mobilizing to ensure they get the support they deserve. Together, we will continue to confront crisis with courage.

We are committed to protecting Maryland's federal workers and have put the following actions in place to support you, including:

- Expanding the Maryland Public Servants Resource Website, which now includes the Live Work Maryland Job Search to highlight nearly 130,000 job openings in high demand industries, Maryland's Unified Benefits Screener to guide Marylanders towards available supports, and programs to support veterans — who make up approximately 15% of all federal workers in Maryland;
- Launching a new resource page on Teach Maryland to support federal workers interested in starting a second career with Maryland's public schools;
- Launching the "Joining Team Maryland" virtual information session for federal workers who want to continue their public service careers through state government; and
- Partnering with county and local leaders to connect federal workers with recruitment events and job fairs in their communities.

In addition, the Maryland Department of Transportation is developing a pilot Federal Worker Navigation program to support career federal employees transitioning to state-level opportunities; the Maryland Department of Budget and Management is introducing improvements to manage the influx of state job applications; and the Maryland State Department of Education is working with the Maryland Higher Education Commission to expand pathways to careers in education. The Maryland Public Servants Resource Website has accumulated a significant number of views since its launch, and the Maryland Department of Labor dedicated webpage for federal employees and contractors has supported employees filing for Unemployment Insurance benefits.

Please be assured that the state of Maryland is here to support you and, together, we will get through this difficult time.

Wes Moore
Governor



A Message from Secretary Paul J. Wiedefeld



Dear Future Team Member:

MDOT is growing and evolving every day, and we're excited about the possibility of having you join us on this journey! We believe that your skills, experience, and creativity can make a significant impact on Team MDOT, and we can't wait to show you how.

At MDOT, we partner with the communities we serve to promote social equity, environmental protection, and sustainable development. Our facilities and services are essential to enhancing the quality of life for every Marylander by providing critical access to employment, healthcare, and leisure activities. MDOT is a multi-modal agency that connects people to their communities and life's opportunities. Here, you'll find a place where you can make a real difference, whether you're helping to improve transportation options or contributing to innovative solutions for our state's infrastructure. Together, we can help realize Governor Moore's vision of a bolder, brighter future where no one is left behind.

We hope you will consider an opportunity at MDOT! I have been fortunate to build a career in both state service and the private sector, and MDOT is where I call home. I hope you find the same pride and fulfillment as a valued member of the MDOT family.

Your Experience, Our Opportunities: Build Your Future in Maryland!

Paul J. Wiedefeld
Secretary

Mission, Vision and Goals



Mission

The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, exceptional, and inclusive transportation solutions to connect our customers to life's opportunities.

Vision

To provide **safe, reliable, accessible, equitable, and sustainable** transportation options to Marylanders across the State.

Goals

The goals show, at the highest level, what MDOT plans to do. Together they produce a vision of how the transportation system will serve Maryland. The following sections illustrate the relationship between each of the goals, the associated actionable objectives, the strategies MDOT will implement to achieve those goals, and the guiding principles that are addressed by meeting each objective.

Enhance Safety and Security:

Protect the safety and security of all residents, workers, and visitors.



Promote Environmental Stewardship:

Minimize and mitigate the environmental effects of transportation.



Deliver System Quality:

Deliver a reliable, high-quality, integrated transportation system.



Serve Communities & Support the Economy:

Expand transportation options to allow Maryland's diverse communities to access opportunities and to support the movement of goods.



MDOT Modes

MODE OVERVIEW

The Maryland Department of Transportation (MDOT) was established in 1971 to provide a transportation network encompassing aviation, highway, marine, mass transit, motor vehicle, railroad, and toll facilities. MDOT is comprised of five business units and one Authority. They are the State Highway Administration, Maryland Transit Administration, Motor Vehicle Administration, Maryland Port Administration, Maryland Aviation Administration and the Maryland Transportation Authority. This unique approach provides the state's leadership with the ability to develop a coordinated and balanced approach to transportation.

The Secretary of Transportation heads the department and serves as chair of the Maryland Transportation Authority (MDTA). The MDTA is an independent state agency that is responsible for constructing, managing, operating and improving the state's toll facilities, as well as financing new revenue-producing transportation projects for the Department. The MDTA does not use funds from the Transportation Trust Fund, as MDTA's projects and services are funded through tolls and revenues paid by customers who use the agency's eight facilities.

OUR PERSONNEL SYSTEM

The Transportation Service Human Resources System

(TSHRS) became effective June 1, 1992. House Bill 610 created an independent HR system for MDOT to oversee employment practices, recruitments, classifications, and policy development (Maryland Code, Transportation Article, section 2-103.4). Under TSHRS, The Secretary's Office of Human Resources provides oversight, policy guidance, and services to each modal administration.



The Secretary's Office (TSO)

TSO consists of 26 offices who provide oversight and guidance over the six modal agencies, the Maryland Aviation Administration, Maryland Port Administration, Maryland Transit Administration, Motor Vehicle Administration, State Highway Administration, and Maryland Transportation Authority.



Maryland Aviation Administration (MAA)

Responsible for the operation of Baltimore/Washington International Thurgood Marshall and Martin State Airports, MAA provides friendly, convenient facilities and customer services and develops enhanced domestic and international passenger and cargo opportunities through inter-modalism and state-of-the-art technology.

maa.maryland.gov



Maryland Port Administration (MPA)

MPA oversees and manages the six public marine terminals of the Port of Baltimore. It is tasked with stimulating the flow of waterborne commerce through the state of Maryland in a manner that provides economic benefit to Maryland citizens.

mpa.maryland.gov



Maryland Transit Administration (MTA)

MTA operates Local Buses, Commuter Buses, Light Rail, the Baltimore Metro Subway, the Maryland Area Regional Commuter (MARC) train service, and a comprehensive paratransit system. MTA also manages the Taxi Access system and directs funding and statewide assistance to locally operated transit systems in each of Maryland's 23 counties, Baltimore City, Annapolis and Ocean City.

mta.maryland.gov



Motor Vehicle Administration (MVA)

MVA provides Maryland driver and vehicle services such as driver license renewal, change of address, vehicle registration, driving records, product tracking, and more.

mva.maryland.gov



State Highway Administration (SHA)

SHA maintains Maryland's numbered highways. SHA's vision is to provide a safe, well-maintained, reliable highway system that enables mobility choices for all customers and supports Maryland's communities, economy and environment.

roads.maryland.gov



Maryland Transportation Authority (MDTA)

MDTA is responsible for constructing, managing, operating and improving the state's toll facilities, as well as for financing new revenue producing transportation projects. The MDTA's eight toll facilities—two turnpikes, two tunnels, and four bridges—help keep traffic moving in Maryland. All of the MDTA's projects and services are funded through tolls paid by the customers who use the MDTA's facilities.

mdta.maryland.gov

Customer Service

Who are our customers?

Motorists, pedestrians, tourists, cyclists, the business community, the traveling public, and YOU!

MDOT employees deserve an excellent customer service experience, too.

CUSTOMER SERVICE VS. CUSTOMER EXPERIENCE

Customer Service	Customer Experience
Reactive	Proactive
Initiated by the customer	Anticipates the customer's next move
One stage of the customer's journey	Involves every touchpoint in the customer's journey
Transactional	Experiential
Customer Service Department	Cross-functional



Build Your Future at MDOT!

MDOT careers provide meaningful work, opportunities to learn and grow, generous paid leave, tuition reimbursement, and a complete compensation and benefits package. MDOT careers keep Maryland's transportation network moving. What are you waiting for? Reach out! MDOT has a career for you!

MDOT Careers are available at all skill levels.

For more information or for positions available, call the MDOT Job Hotline at **410-865-1073** or search current openings at [governmentjobs.com/careers/mdotmd](https://www.governmentjobs.com/careers/mdotmd).

There's a job for you at MDOT!

- Administration and Business Management**
 Jobs range from Fiscal Analysts to Customer Service Agents, from Auditors to HR Specialists.
- Engineering and Planning**
 MDOT depends on Transportation Engineers, Planners, Technicians, Surveyors, Cartographers, and GIS Analysts.
- Government, Policy, and Administration**
 Ample opportunities are available for Attorneys, Legislative Analysts, Paralegals, and Policy Analysts.
- Information Technology**
 IT makes MDOT work — from Network Specialists to Database Managers, from Programmer Analysts to Webmasters.
- Maintenance and Skilled Trades**
 Help keep MDOT running as a Mechanic, Highway Operations Technician, Carpenter, Electrician, or Plumber.
- Police and Public Safety**
 Protect our infrastructure as a Police Officer, Firefighter, Paramedic, Dispatcher, or Emergency Response Technician.
- Transportation, Distribution, and Logistics**
 Move Maryland as a Bus or Rail Operator, Fare Inspector, Logistics Manager, or ITS Technician.

And that's only a small selection of opportunities at MDOT — many more careers are available.

The State of Maryland provides the Maryland Teachers and State Employees Supplemental Retirement Plans as an employee benefit. These defined contribution plans are available for voluntary participation. Three plans are offered: the 457(b) Deferred Compensation Plan, the 403(b) Tax Deferred Annuity Plan, and the 401(k) Savings and Investment Plan. In addition, most employees are enrolled into the 401(a) Match Plan. The plans are governed by the State Personnel & Pensions Article of the Maryland Code and are overseen by a nine-member Board of Trustees appointed by the Governor. The Board has contracted with Nationwide Retirement Solutions to administer the plans according to the Board's instructions.

All contributions are made through payroll deductions. Except for contributions into the 457(b) Roth Plan and 401(k) Roth Plan, these contributions are made before federal and state income taxes are assessed. The number in the name of each plan (i.e., 457(b), 403(b), and 401(k)) refers to the different sections of the internal revenue code that give the conditions for deferring taxes on retirement savings.

While there are some differences in each plan, the basics of each plan are the same for the "pre-tax" plans (i.e., all the plans other than the 457(b) and 401(k) Roth Plans): part of your salary goes into an investment option without deducting any taxes, and taxes are deferred on your investment as it hopefully grows throughout your working years until it's paid out to you when you retire, and you elect to take a distribution.

Compensation, Benefits & Time Off

COMPENSATION INFO

COLAs, step increments, ASRs, reclassifications

Total Compensation: Your salary is only one component of your compensation.

Total Compensation includes all forms of pay and benefits an employee receives. It can include base salary, overtime pay, bonuses, commissions, benefits, and any other cash or non-cash compensation.

You can continue to earn more with MDOT through the following:

- COLAs (Cost of Living Adjustments)
- Step Increments
- Proficiency Progressions
- ASRs (Annual Salary Reviews)
- Reclassifications
- Acting Capacities
- Rotational Opportunities

MEDICAL, DENTAL AND PRESCRIPTION PLANS

As an MDOT employee you have options when it comes to a medical plan, including vision, with a flexible spending account. You also have the option to enroll in a dental plan, prescription drug plan, term life insurance, and accidental death and dismemberment insurance. See the chart on the following pages for more information.

IMPORTANT DEADLINES AND INFORMATION

- Enrollment window for any of these plans is 60 Days from date of hire.
- Coverage begins on the 1st of the Month after your hire date. If you start on the 1st, your coverage starts on the 1st
- Depending on your hire date, you may receive a bill for your benefit premiums from DBM (Department of Budget & Management).
- Benefits may only be changed due to a qualifying life event after the initial enrollment period.

Retirement Benefits



MSRP - Maryland State Retirement and Pension System

<https://msrp.maryland.gov>
<https://marylanddc.com>

The State of Maryland provides the Maryland Teachers & State Employees Supplemental Retirement Plans as an employee benefit. These defined contribution plans are available for voluntary participation. Three plans are offered: the 457(b) Deferred Compensation Plan, the 403(b) Tax Deferred Annuity Plan, and the 401(k) Savings and Investment Plan. In addition, most employees are enrolled into the 401(a) Match Plan. The plans are governed by the State Personnel & Pensions Article of the Maryland Code and are overseen by a nine-member Board of Trustees appointed by the Governor. The Board has contracted with Nationwide Retirement Solutions to administer the plans according to the Board's instructions.

All contributions are made through payroll deductions. Except for contributions into the 457(b) Roth Plan and 401(k) Roth Plan, these contributions are made before federal and state income taxes are assessed. The number in the name of each plan (i.e., 457(b), 403(b), and 401(k)) refers to the different sections of the internal revenue code that give the conditions for deferring taxes on retirement savings.

While there are some differences in each plan, the basics of each plan are the same for the "pre-tax" plans (i.e., all the plans other than the 457(b) and 401(k) Roth Plans): part of your salary goes into an investment option without deducting any taxes, and taxes are deferred on your investment as it hopefully grows throughout your working years until it's paid out to you when you retire, and you elect to take a distribution.

Benefit Elections

My Monthly Totals

My Cost Employer Cost

Change Benefits View as Grid

Health Care and Accounts

<p>Medical CareFirst BCBS EPO (Employee)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>Dependents</p> <p>View Details</p>	<p>Prescription Drug - (Employee)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>Dependents</p> <p>View Details</p>	<p>Dental United Concordia DPPD (Employee)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>Dependents</p> <p>View Details</p>	<p>Dependent Care FSA P&A Group</p> <p>Contribution (Monthly)</p> <p>View Details</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

Insurance

<p>Life Ins - Guaranteed MetLife (Employee)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>View Details</p>	<p>Spouse Life MetLife (Spouse)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>View Details</p>	<p>Child Life MetLife (Dependent)</p> <p>Cost (Monthly)</p> <p>Coverage</p> <p>View Details</p>
--------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

*The above image is for illustrative purposes only.



Benefits Overview

	TSHRS Employee	MTA Union Employee (Local 2, Local 1300, Local 1859)
Health Benefits <ul style="list-style-type: none"> • Optional participation • Payroll deductions • Available to employees and their eligible dependents 	<ul style="list-style-type: none"> • Choice between (includes Vision coverage): <ul style="list-style-type: none"> - CareFirst BlueCross BlueShield PPO - CareFirst BlueCross BlueShield EPO - Kaiser - United Health Care PPO - United Health Care EPO • Choice between: <ul style="list-style-type: none"> - Delta Dental DHMO - United Concordia DPPO • MedImpact Prescription - Flex Spending Accounts (FSA) from P&A Group - Healthcare - Dependent Care <ul style="list-style-type: none"> • Free access to My MD Cares 	<ul style="list-style-type: none"> • Choice between: <ul style="list-style-type: none"> - CareFirst PPO - CareFirst Blue Choice HMO • CareFirst Dental • CareFirst Vision • CareFirst Prescription • Free access to My MD Cares
Retirement <ul style="list-style-type: none"> • Payroll deductions 	<ul style="list-style-type: none"> • Maryland State Retirement and Pension System – mandatory 7% contribution for all employees <ul style="list-style-type: none"> - msrp.maryland.gov • Maryland Supplemental Retirement System – offered from Nationwide for 401(k) and 457(b) <ul style="list-style-type: none"> - msrp.maryland.gov 	<ul style="list-style-type: none"> • MTA Pension Plan – mandatory 6% contribution • Maryland Supplemental Retirement System – offered from Nationwide for 401(k) and 457(b)
Life Insurance <ul style="list-style-type: none"> • Optional participation • Payroll deductions 	<ul style="list-style-type: none"> • Offered through MetLife Insurance <ul style="list-style-type: none"> - Term Life Insurance (Employee, Spouse, Dependent) - AD&D 	<ul style="list-style-type: none"> • MTA Group Life Insurance • Felonious Assault Death Benefit (Local 1300 and Local 1859 Only)
Holidays	<ul style="list-style-type: none"> • New Year's Day • Martin Luther King Day • Presidents' Day • Memorial Day • Juneteenth • Independence Day • Labor Day • Columbus Day • Veterans Day • Thanksgiving Day • Christmas Day 	<ul style="list-style-type: none"> • New Years' Day • Martin Luther King Day • Presidents' Day • Memorial Day • Juneteenth • Independence Day • Labor Day • Veterans Day • Thanksgiving Day • Christmas Day

	TSHRS Employee	MTA Union Employee (Local 2, Local 1300, Local 1859)
Other types of Leave	<ul style="list-style-type: none"> • Annual Leave (based on years of service) – must have 6 months of continuous service before leave will be available for use. <ul style="list-style-type: none"> - 0 to end of year 5 = 10 days - Beginning of year 6 to end of year 10 = 15 days - Beginning of year 11 to end of year 20 = 20 days - Beginning of year 21 to end of service = 25 days • Sick Leave – earned at a rate of 1.5 hours for each 26-hours worked, maximum of 15 days per calendar year. • Personal Leave <ul style="list-style-type: none"> - Each FT employee is allotted 7 days at the beginning of each calendar year (8 days for each leap year) - AFT employee hired on or before June 30 will receive the full allotment. - A FT employee hired on or between July 1 and November 30 shall receive 3 days (regardless of leap year). - A FT employee hired on or between December 1 and December 31 will receive 1 day (regardless of leap year). • FMLA • Parental Leave • Military Leave • Bereavement – max of 3 days without loss of pay for immediate family with supporting documentation • Work Injury Leave • Leave Bank Donation Program • Liberal Leave (for non-essential employees) • Jury Duty or Legal Action – the employee may not be a party to the action or a witness 	<ul style="list-style-type: none"> • Vacation (based on years of service) <ul style="list-style-type: none"> - >1 year = none - 2 > 1 years = 1 week - 5 > 2 years = 2 weeks - 11 > 5 years = 3 weeks - 20 > 11 years = 4 weeks - 28 > 20 years = 5 weeks - > 28 years = 6 weeks • Sick <ul style="list-style-type: none"> - Local 2 and Local 1300 FT employees are credited with 12 days of sick leave on Jan 1 of each year, must have 6 months of continuous service before use. - Local 1859 employees are allowed 15 days per calendar year with unlimited accumulation, must have 6 months of continuous service before use. • Personal <ul style="list-style-type: none"> - Local 2 employees will receive 4 days at the completion of 180-day probationary period - Local 1300 employees will receive 3 days at the completion of 90-day probationary period - Local 1859 employees will receive 4 days at the completion of the probation period; unused leave may be cashed in. • FMLA • Military Leave • Bereavement - max of 3 days without loss of pay for immediate family with supporting documentation • Workers' Compensation

Federal vs. State: Quick Facts

	Federal	State
Terminology	<ul style="list-style-type: none"> OPM – Office of Personnel Management for Benefits and Retirement FEHB – Federal Employee Health Benefits FEDVIP – Federal Employees Dental and Vision Insurance Programs FERS – Federal Employees Retirement System FEGLI – Federal Employees Group Life Insurance EBIS - Employee Benefits Information System 	<ul style="list-style-type: none"> DBM – Department of Budget and Management for Benefits SRA – State Retirement Agency for Pension Retirement MSRP – Maryland Teacher and State Employee Supplemental Retirement Plans MDOT – Maryland Department of Transportation TSHRS – for Transportation Services Human Resources Policies for MDOT COMAR – Code of Maryland Regulations
Healthcare	<ul style="list-style-type: none"> Health and Drug combined, separate Dental and/or Vision coverage >100 FEHB options >15 FEDVIP options Self, Self plus one, Self & Family, Domestic partnerships recognized with proper documentation FSAFEDS – HSA/FSAs “Open Season” – November-December Employee Express (EBIS) to manage benefits FEGLI Basic: 1x salary plus \$2,000, AD&D – no cost Optional: Additional \$10000 Optional: Additional by salary Optional: Family coverage 	<ul style="list-style-type: none"> Health and Vision combined, separate Dental and/or Drug coverage 6 options for health with vision (CareFirst, Kaiser, United Healthcare) 2 options for dental (DHMO, DPPO) 1 option for drug (MedImpact) Employee, Employee plus Child, Employee plus Spouse, Employee & Family; Domestic Partnerships recognized with proper documentation FSAs for Health and Dependent Care (no HSA) “Open Enrollment” – mid-October to early November Workday is the software used to manage benefits Life Insurance Basic: 1x salary at no cost Optional: Additional in increments of \$10000 Optional: AD&D Optional: Family coverage
Retirement	<ul style="list-style-type: none"> FERS-eligibility determined by age and years of service Must have 5 years of service to get deferred retirement if you don't meet the age/service requirement .8-4.4% contribution rate, depending on start date TSP (tax deferred)-agency contributes 1% of basic pay-employees can contribute more and the agency will match Health, Prescription, Life, Long Term Care, Dental insurance available after retirement 	<ul style="list-style-type: none"> SRA - Vested after 10 years, health subsidy after 25 years (16 years if State entry date prior to July 2011), 7% mandatory contribution rate Service Retirement after 30 years Early Retirement determined by age and years of service MSRP – Roth or pre-tax For additional 401k/457/423b retirement gap planning The Match is Back! State will match up to \$600 per fiscal year Health, Life, Dental insurance available after retirement (Prescription only available for non-Medicare eligible retirees/family)

	Federal	State
Pay Scales	<p>General Schedule, Each grade has a range of pay steps (1-10)</p> <ul style="list-style-type: none"> GS-1 to GS-4 Entry-Level Positions: Starting pay can range from about \$23,000 to \$37,000 annually (depending on the step and location). Common positions: Clerk, office assistant, and technician roles. GS-5 to GS-7 Mid-Level Entry: Starting pay ranges from approximately \$30,000 to \$50,000 annually. Common Positions: Administrative assistants, junior analysts, and technicians. GS-8 to GS-12 Intermediate Professional Roles: Pay ranges can be from \$45,000 to \$85,000 annually. Common Positions: Analysts, project coordinators, and specialists. GS-13 to GS-15 Senior Professional/ Leadership Roles: Pay ranges can be from \$70,000 to \$130,000 or more annually. Common Positions: Senior policy analysts, technical experts, program managers. <p>Senior Executive Service (SES)</p> <ul style="list-style-type: none"> SES Pay ranges from \$150,000-\$225,000, Executive Schedule Pay ranges from \$183,000-\$250,600. Common Positions: Leaders and senior personnel <p>Law Enforcement (LEO)</p> <ul style="list-style-type: none"> GS-5-GS-15, special pay rates and law enforcement specific adjustments Common Positions: FBI agents, DEA agents, US Marshals, ATF agents, Border Patrol & Customs, Correction officers, Park Rangers 	<ul style="list-style-type: none"> Standard Salary Schedule Each grade has a range of pay steps (3-26) Grades 05-09 - Entry-Level to Mid-Level Non-Professional Positions Pay ranges from \$36,000-\$62,000 Common positions – clerk, housekeeper, administrative assistants, supply officer, and technician roles. Grades 10-15 - Full Performance Non-Professional and Entry level professional Pay ranges from \$42,000-\$92,000 Common positions - Administrative officers, mechanics, non-entry level technicians, customer agents, junior analysts. Grades 16-22 Intermediate Professional to Senior Professional Roles Pay ranges from \$60,000-\$145,000 Common Positions – Senior Analysts, Administrators, Program Managers, Engineers. Grades 23-27 Management/Leadership Roles Pay ranges from \$95,000-\$201,000 Common positions – DOT Executives, Directors, Chiefs, Senior Program Managers Executive Pay Plan Senior Executive Leadership Common positions – Secretary, Agency Administrators, Pay ranges from \$99,000-\$365,000 Separate Salary schedules are in place for Law Enforcement, MSP Aviation Maintenance, State and Natural Resources, State Police Aviation Command, Airport Firefighters, Correctional Officers, and Civilian Pilots Physician Salary Schedule Grades 41-50, steps 3-19 Pay ranges from \$117,000-\$397,000 IEPP Teacher Salary Schedule

Federal vs. State: Quick Facts

	Federal	State
Career Levels and Starting Positions	<ul style="list-style-type: none"> • Competitive Service <ul style="list-style-type: none"> - Based on merit and experience through a competitive process - Strong job security - i.e. Administrative assistants, IT specialists, engineers • Excepted Service <ul style="list-style-type: none"> - Set their own qualifications for a non-competitive or flexible hiring processes, i.e. Intelligence agents, FBI agents, political appointees • Senior Executive Service <ul style="list-style-type: none"> - Candidates for SES positions typically go through a rigorous selection process, including interviews and assessments of their leadership capabilities. - The process can be competitive, but some SES positions may be filled by career appointments or non-career appointments. - I.e. Directors of federal agencies, Assistant Secretaries 	<ul style="list-style-type: none"> • Career Service <ul style="list-style-type: none"> - Based on merit and experience through a competitive selection process - Disabled veterans may be considered without a competitive selection process - Strong job security, permanent positions - i.e. Human Resources Assistants, Public Health Program Coordinators, Engineers, Financial Analysts • Executive Service, Management Service, or Special Appointments <ul style="list-style-type: none"> - These positions may not follow the same competitive hiring rules or exams, allowing for a more flexible hiring process. - The exceptions to the competitive selection process are often due to the specialized nature of the job or the needs of the specific agency - may not have the same level of job security as those in the Career Service - i.e. Secretary of Agencies, Senior Program Directors, Executive Advisors, Political Appointees, Administrative Law Judges, Advisors • Temporary or Contractual Appointments <ul style="list-style-type: none"> - Employees are hired for short-term or project-based assignments - These positions may not follow the same competitive hiring rules or exams, allowing for a more flexible hiring process. - The exceptions to the competitive process are often due to the specialized nature of the job or the needs of the specific agency - May not have the same level of job security as those in the Career Service - Limited benefits available - i.e. Administrative Assistants, Data Entry Clerks, Seasonal Support, IT Consultants, Program Managers, Construction Technicians

	Federal	State
Career Progression	<ul style="list-style-type: none"> • Promotions: Federal employees can progress through the steps within a grade (GS-1 to GS-15). Employees typically move from one step to the next every 1-3 years, depending on performance. • Reassignments and Transfers: Federal employees may have opportunities to transfer or be reassigned to different locations or departments within the government. • Career Ladders: Federal agencies often have career ladder positions, where employees can start at a lower grade and progress through the ladder to higher levels as they gain experience. 	<ul style="list-style-type: none"> • Step Adjustments: State employees can progress through the steps within a grade through annual increments. Increments are merit based and subject to appropriation of funds. • Promotions: State employees can advance through grades by exploring available job opportunities. • Reassignments and Transfers: State employees may have opportunities to transfer or be reassigned to different locations or departments within the government. • Proficiency Progressions (MDOT) or Non-Competitive Promotion : State agencies often have classifications in a series, where employees can start at a lower grade and progress through the series to higher levels without having to apply to a new position as they gain experience.
Application Process	<ul style="list-style-type: none"> • USAJOBS portal for application • Eligibility Review • Assessment and Scoring • Referral to Hiring Manager • Interview Process • Telephone interviews or video conferences • In-person interviews • Panel interviews. • Tentative job offer. Before the offer is finalized, you may have to undergo the following steps: • Background Check: A thorough background investigation to ensure that you meet security and eligibility standards for federal employment. • Security Clearance: For certain positions, a security clearance may be required, which can involve additional checks and interviews. • Final Offer and Onboarding - If you successfully pass the background check and other requirements, you'll receive a final job offer. The agency will then provide onboarding instructions, including Paperwork and Orientation 	<ul style="list-style-type: none"> • GovernmentJobs.com/careers/mdotmd Career page for all MDOT positions • JobApsCloud.com/MD/ site for all other State of MD positions - Eligibility Review - Assessment and Scoring - Referral to Hiring Manager • Interview Process - Telephone interviews or video conferences - In-person interviews - Panel interviews. • Contingent Job Offer. Before the offer is finalized, you may have to undergo the following steps: - Background Check: Some positions require investigations to ensure that you meet security and eligibility standards, which may include State, Federal, and US Customs records. - Pre-Employment Screenings: Some positions re subject to physicals and drug testing to ensure you meet State and Federal employment guidelines. • Final Offer and Onboarding. - The agency will then provide onboarding instructions, including Paperwork and Orientation.

Federal vs. State: Quick Facts

	Federal	State
Tips for Success in the Application Process	<ul style="list-style-type: none"> • Tailor Your Resume: Make sure your resume is tailored to match the qualifications and duties of the job you're applying for. Use specific examples from your work experience. • Follow Instructions Carefully: Ensure you provide all requested documentation and follow every instruction in the job announcement. • Be Patient: The federal hiring process can take several months, so be patient as agencies review applications and conduct interviews. • Use Keywords: Federal job announcements often use specific terminology, so try to incorporate keywords from the job description into your resume and application. 	<ul style="list-style-type: none"> • Ensure contact information, including email, is up to date • Describe your relevant experience/ qualifications in detail • Ensure application and resume are consistent • Attach proof of U.S. education equivalency for education obtained outside of the U.S. • Attach your official or unofficial transcript if the position that you're applying to requires this documentation. • Include the specific number of hours worked per week for each employer listed in your application, especially if you indicate that you have worked on a part-time basis. • Attach appropriate documentation that verifies your Veteran status (i.e. Honorable Discharge or certificate of service, Form DD 214) if you request Veteran preference on your application. • Provide all the information needed to thoroughly answer supplemental questions, even if the information is already documented in other sections of your application. • Describe your supervisory duties instead of simply indicating the number of employees that you have supervised. • Check your junk e-mail or spam if you do not receive a confirmation e-mail after submitting your online application.
Additional Employment Benefits	<ul style="list-style-type: none"> • Locality Pay • Employee recognition programs • COLA and annual step increments • Tuition reimbursement • Transit services subsidies 	<ul style="list-style-type: none"> • Free transit services: Baltimore buses, light rail and metro subway, commuter buses, and MARC trains • Credit unions available to employees and their families • PSLF – Public Service Loan Forgiveness • Student loan debt relief tax credit • Option to earn Overtime or Compensatory Time, depending on position/duties • MyMDCares – My Maryland Cares provides counseling and support services to employees and their dependents with no-cost, confidential, in-the-moment support - 24/7 to help with personal or professional issues



The State of Maryland

A REWARDING JOURNEY IN PUBLIC SERVICE

Working for the State of Maryland is a unique opportunity to make a meaningful impact on the lives of a diverse community. With a wide array of career paths across sectors such as education, healthcare, and public safety, employees contribute to initiatives that enhance the quality of life for all Marylanders. The state prioritizes professional growth, offering comprehensive training programs and pathways for advancement, while also promoting a healthy work-life balance through flexible schedules and supportive benefits.

Collaboration is at the heart of Maryland's public service culture. Employees work alongside passionate colleagues, fostering creativity and innovation in tackling challenges. By joining the dedicated team at the State of Maryland, you can be part of a legacy that strives for excellence and builds a brighter future for all.



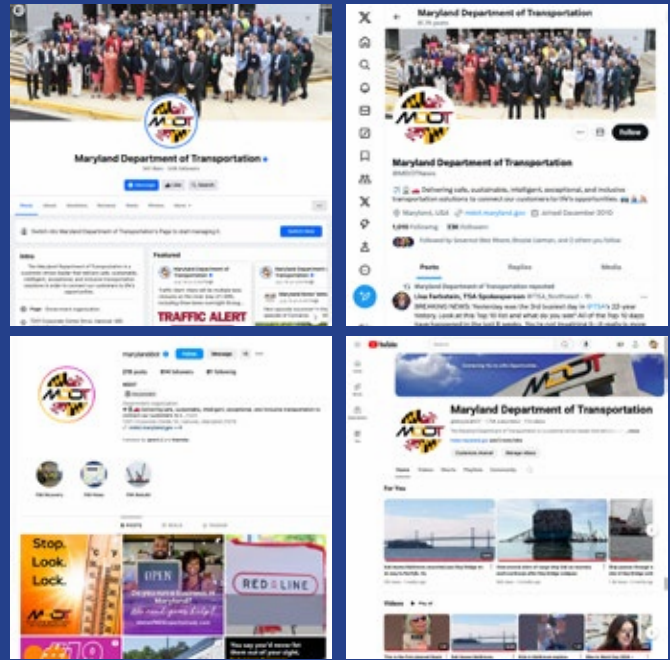
Discover Your Next Career at MDOT
Scan the QR Code to access the MDOT Career Page and explore exciting job opportunities!



Explore Additional Opportunities with the State of Maryland
Scan the QR Code to view listings from all Maryland state agencies and find the perfect fit for your skills and aspirations!

Follow Us!

Keep up with MDOT on Facebook, X, Instagram, YouTube, LinkedIn and Flickr all under the handle @MarylandDOT



Visit MDOT online at mdot.maryland.gov



Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, MD 21076

