

State of Alabama
Personnel Department
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Continuous Announcement

IT OPERATIONS TECHNICIAN – 10421

COMPUTER OPTION - 449

Salary: \$25,821.60 – \$43,339.20
Announcement Date: August 16, 2006
Revised Date: September 1, 2008

JOB INFORMATION

The IT Operations Technician is a position used by various agencies throughout the state. This is entry through full performance operations support for data and voice communications equipment, mainframe and client server operations, and network operations. Employees in this class are responsible for monitoring and maintaining telecommunications equipment, mainframe and client server equipment, and computer network equipment.

MINIMUM REQUIREMENTS

- High School Diploma/GED Certificate
- Six (6) months of experience working with computers in a business, organization, or government setting.

NOTE

- College/technical school credit in Information Technology above the minimum may be substituted for the required experience on a year-for-year basis (e.g., one year of education equals one year of experience). **See reverse side of announcement for more detail regarding substitution.*

ADDITIONAL REQUIREMENT

- Applicants **must submit a college transcript with their application in order to receive any credit for education.** If applying online, please be aware that transcripts cannot be processed online, and must be mailed or faxed in separately.

BENEFITS

- Employer Paid Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The How to Prepare guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.state.al.us, the above address, or any Alabama Career Center Office
- Apply **on-line**, by mail, or by fax. *Applications will be accepted until further notice.*

*Individuals currently on the register **DO NOT** need to reapply to remain eligible for employment.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

***State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor’s, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant’s bachelor’s degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor’s degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

***Substitution: Education and Experience Equivalent**
(see above for college coursework accreditation policy)

Applicants may qualify with any one of the following combinations of education and experience:

6 months of college coursework (15 semester hours or 25 quarter hours) to include 3 semester hours or 5 quarter hours of IT coursework <u>plus</u> no experience.
No college <u>plus</u> 6 months of the required experience.