State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

IT SYSTEMS SPECIALIST, ASSOCIATE - 10527
NETWORKING OPTION - 400

Salary: $43,339.20 - $76,348.80
Announcement Date: October 10, 2007
Revised Date: September 1, 2008

JOB INFORMATION

The IT Systems Specialist, Associate (Networking Option) is a position used by various agencies throughout the state. This is beginning through mid-level applied and developmental technical work in data system design and maintenance. Employees in this class analyze, develop, design, modify, implement, and/or maintain local/wide area networks. Work involves specialization in local/wide area networks.

MINIMUM REQUIREMENTS

- An Associate's Degree from an accredited* college or university in Information Technology
- Two (2) years of experience in local/wide area network design, maintenance, or support

NOTES

- Additional education and/or experience above that which is minimally required, may be substituted on a year-for-year basis.
- **See reverse side of announcement for more detail regarding substitution and policy for accepting post-secondary and advanced degrees.*

ADDITIONAL REQUIREMENTS

- 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.

- Individuals on the employment register may be **selectively certified** in the specialty areas listed below:
  - Windows NT/2000
  - Novell
  - Network/Internet Security

- A person may be selectively certified based on work experience and/or education in the specialty areas listed above. For each relevant work period on your application, please provide detailed information regarding any experience you have in the design, maintenance, or support of any of the above networking systems, including the specific operating systems and/or security systems used. **If you want your education to be considered as the basis for a selective certification, you must submit a grade transcript with your application to verify the completion of coursework in the above specialty area(s).** Be sure to highlight the relevant courses and specify the systems by name if not directly indicated in the course title.

BENEFITS

- Low-Cost 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 website 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.alabama.gov***, 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

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 Equivalents**
(see above for college coursework accreditation policy)

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

Bachelor's degree in IT plus **no** experience.
Three years of college coursework (90 semester hours or 135 quarter hours), to include 27 semester hours or 60 quarter hours of IT coursework, plus **1 year** of the required experience.
Two years of college coursework (60 semester hours or 90 quarter hours), to include 18 semester hours or 40 quarter hours of IT coursework, plus **2 years** of the required experience.
One year of college coursework (30 semester hours or 45 quarter hours), to include 9 semester hours or 20 quarter hours of IT coursework, plus **3 years** of the required experience.
No college plus **4 years** of the required experience.