

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.state.al.us](http://www.personnel.state.al.us)

Continuous Announcement

---

## IT SYSTEMS SPECIALIST, SENIOR - 10529 GENERAL OPTION - 003

---

**Salary:** \$69,098.40 - \$105,403.20  
**Announcement Date:** January 10, 2007  
**Revised Date:** September 1, 2008

### JOB INFORMATION

The IT Systems Specialist, Senior (General Option) is a position used by various agencies throughout the state. This is the supervisory and highly applied and developmental technical level for complex voice and data systems design work that fulfills current and future client needs. Employees in this class are responsible for supervising a group of subordinate technical employees engaged in voice and data systems design and modification. Some employees may serve as a resource for technical expertise in a specialized area.

### MINIMUM REQUIREMENTS

- Current permanent status as an IT Systems Specialist (for the promotional register only)
- Bachelor's degree from an accredited\* four-year college or university with a minimum of **5 courses** in Information Technology
- Eight (8) years of experience in design, maintenance, or support of database management, networking, mainframe, midrange, and/or telecommunications systems

### 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 based on work experience and/or education in the specialty areas listed below:
  - Telecommunications
  - Midrange
  - Mainframe
  - Networking
  - Database

The selective certification will be based on information provided by qualified applicants in the questionnaire.

### 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 and **Promotional** to current state employees in the classification identified above
- An **Experience Record Questionnaire** will comprise 100% of the final score for the open-competitive register and 95% of the final score for the promotional register. The remaining 5% of the promotional score will be based on the average of the applicant's service ratings for the last three years.

### HOW TO APPLY

- Complete an Application for Examination Form available at [www.personnel.state.al.us](http://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.*

*Veteran's credits are **NOT** allowed on promotional examinations.*

**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:**

<b>Master’s degree in IT plus 7 years</b> of the required experience.
<b>Bachelor’s degree</b> to include 5 college courses in IT (15 semester hours or 25 quarter hours), <b>plus 8 years</b> of the required experience.
<b>Three years</b> of college coursework (90 semester hours or 135 quarter hours), to include to include 5 college courses in IT (15 semester hours or 25 quarter hours), <b>plus 9 years</b> of the required experience.
<b>Two years</b> of college coursework (60 semester hours or 90 quarter hours), to include to include 5 college courses in IT (15 semester hours or 25 quarter hours), <b>plus 10 years</b> of the required experience.
<b>One year</b> of college coursework (30 semester hours or 45 quarter hours), to include to include 5 college courses in IT (15 semester hours or 25 quarter hours), <b>plus 11 years</b> of the required experience.
<b>No college plus 12 years</b> of the required experience.