State of Alabama
Personnel Department
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Montgomery, AL 36130-4100
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www.personnel.alabama.gov

Current Announcement

IT PROJECT MANAGER - 10584

Salary: $64,077.60 - $97,766.40
Announcement Date: January 11, 2012
Application Deadline: February 1, 2012

JOB INFORMATION

The IT Project Manager is a position used by various agencies throughout the state. This is administrative and technical project management work. Employees in this class are responsible for major project development and management in large agencies or enterprise-level projects that span multiple agencies. Work includes serving as a liaison between upper management and project teams, scheduling projects and assignments, developing timelines and managing resources and budgeting for projects.

MINIMUM REQUIREMENTS

- Current permanent Merit system status as a Programmer Analyst, IT Systems Specialist, or IT Functional Systems Analyst (for the promotional register only)
- Bachelor's degree from an accredited* four-year college or university in computer science, information systems, business administration or a closely related field
- **Three** years of project management experience to include managing projects with extended duration, budget responsibilities, and supervision of multiple persons in different skill areas
- **Two** years of experience performing computer systems analysis or programmer analyst type work.

NOTE

Your application must contain enough information to satisfy all of the above minimum requirements including specifc detail regarding managing projects with extended duration, budget responsibilities, and supervision of multiple persons in different skill areas. Applications that do not contain the specific information will not be accepted.

ADDITIONAL REQUIREMENT

- Applicants must submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts, and or information obtained from the internet will NOT be accepted. Official transcripts which have been submitted for any state IT job since October 12, 2011, should be in our system and will not need to be resubmitted. You may call to verify.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classifications identified above.
- An evaluation of **Training and Experience** as shown on application 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. ***Please be detailed, since your score will be derived from the information you provide on your application.***

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.

Individuals currently on the register MUST reapply to remain eligible for employment.
Veteran's credits are NOT allowed on promotional examinations.
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.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

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.