

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](http://www.personnel.alabama.gov)

Current Announcement

---

## IT FUNCTIONAL SYSTEMS ANALYST- 10582

---

**Salary:** \$50,119.20 - \$76,348.80

**Announcement Date:** April 23, 2014

**Application Deadline:** June 4, 2014

### **JOB INFORMATION**

The IT Functional Systems Analyst is a position used by various agencies throughout the state. This is highly specialized work analyzing user needs, relationships and requirements, and facilitating the design, implementation, and maintenance of new or existing information technology systems for agencies having sufficient need for functional and business analysis and procedural development.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited\* four-year college or university in computer science, information systems, or related field **or** a Bachelor's degree from an accredited\* four-year college or university in business administration or a related field with at least three courses in computer science or information systems.
- Two (2) years of experience in performing IT coordinator functions and liaison activities, **and** user testing and/or functional systems training for information technology-related projects/agencies/departments.

### **NOTE**

Your application must contain enough information to satisfy **all** of the above minimum requirements including specific **detail** regarding your IT coordinator/liaison experience as well as your experience conducting user testing and/or IT functional systems training. Applications that do not contain this 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, faxed 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.
- Evaluation of **Training and Experience** as shown on application. Please be detailed, since your score will be derived solely from the information you provide on your application.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

*Individuals currently on the register **MUST** 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.

**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.