State of Alabama
Personnel Department
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Continuous Announcement

IT SYSTEMS SPECIALIST, ASSOCIATE - 10527
DATABASE OPTION - 401

Salary: $43,339.20 - $76,348.80
Announcement Date: October 20, 2010
Revised Date: October 12, 2011

JOB INFORMATION

The IT Systems Specialist, Associate (Database 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 database systems. Work involves specialization in database management.

MINIMUM REQUIREMENTS

- An Associate's Degree from an accredited* college or university in Information Technology
- Two (2) years of experience in database system 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

- If you would like for your education to be considered as a basis for meeting the minimum educational requirements (listed above) or any selective certifications (listed below), you 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. Applicants who submit an official transcript beginning October 12, 2011, will no longer be required to send additional copies each time they apply.

- Individuals on the employment register may be **selectively certified** in the specialty areas listed below:
  - Oracle
  - DB2
  - Lotus Notes
  - IMS
  - SQL Server
  - Access
  - RACF Database Administration
- 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 database systems, including the specific software used.

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 MUST 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.