

State of Alabama
Personnel Department
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Continuous Announcement

IT SYSTEMS TECHNICIAN, SENIOR – 10526 PERSONAL COMPUTER OPTION - 448

Salary: \$40,468.80 - \$61,303.20
Announcement Date: August 24, 2011
Revised Date: October 3, 2018

JOB INFORMATION

The IT Systems Technician, Senior (PC Option) is a position used by various agencies throughout the state. This is advanced applied technical level and/or supervisory work in data systems and installation. Employees are responsible for the planning, coordination, installation, and maintenance of varied and complex personal computer systems and equipment. Work involves performing technical systems activities including participating in the planning and administration of local/wide area networks and coordinating systems repairs. Work also involves meeting with vendors and users to assess available resources for providing equipment and services that will fulfill agency and user needs.

MINIMUM REQUIREMENTS

- One year of credit from an accredited* college or technical school in the field of Information Systems
- Two (2) years of experience in troubleshooting and installing Business and/or Government applications software and/or hardware.

ADDITIONAL REQUIREMENT

- If you would like for your education to be considered, 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. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded.

NOTES

- Responsible experience in software and/or hardware troubleshooting and installation beyond the required minimum of two years may be substituted for the required education on a year-for-year basis (e.g., one year of additional experience equals one year of college/technical school.
- College/technical school credit in Information Systems beyond the required minimum of one year may be substituted for the required experience on a year-for-year basis.

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, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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 listed below:
 - Southern Association of Colleges and Schools (SACS)
 - Middle States Commission on Higher Education (MSCHE))
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Higher Learning Commission (HLC)
 - New England Commission of Higher Education (NECHE)
 - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.