State of Alabama
Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

IT MANAGER I - 10586

Salary: $69,098.40 - $105,403.20
Announcement Date: September 19, 2001
Revised Date: October 12, 2011

JOB INFORMATION

The IT Manager I is a position used by various agencies throughout the state. This is highly responsible administrative and management work in directing IT operations for an agency having a standard IT operation environment or participating in the direction of a larger, highly complex IT operation by managing a functional area. Employees in this class direct a full range of IT services for departments with standard IT operations. In agencies with the most complex IT operations, employees may manage a functional area. Work at this level is found in agencies with sufficient management responsibilities in the IT function to support a full time management position and is differentiated from the senior technical roles in that focus is on broad management issues including supervising staff, planning, organizing, and integrating functions in a centralized agency. Emphasis is on providing optimal IT systems and services within budgetary constraints to support the business needs of the agency.

MINIMUM REQUIREMENTS

- Current permanent status as a Programmer Analyst, Senior; IT Systems Specialist; or IT Project Manager (for the promotional register only)
- A four-year college degree from an accredited* college or university
- Eight (8) years of experience at a senior level in information technology, at least two (2) years of which must be supervisory experience to include conducting performance appraisals

NOTE

- A Master's degree in Information Technology may be substituted for one year of the required general experience in information technology, but **NOT** for the supervisory experience.

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. Applicants who submit an official transcript beginning October 12, 2011, will no longer be required to send additional copies each time they apply.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classifications 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.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.

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.

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.