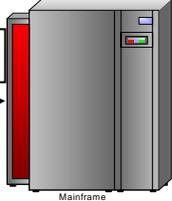


**Database:** Module scores are entered and stored after exam.



**Information Technology Specialist Classification Series**

**4 EMPLOYMENT LEVELS:**

- IT Specialist Trainee (Entry Level)**
- Information Technology Specialist I, Entry Level - (E)**
- Information Technology Specialist II, Journey Level - (J)**
- Information Technology Specialist III, Advanced Level - (A)**

**CORE COMPETENCIES**

**12 FUNCTIONAL AREAS:**

1. Application Software Development
2. Customer Technical Support
3. Database Development & Support
4. Enterprise Systems Support
5. Emerging IT
6. Information Systems Security Admin
7. IT Business Consultant
8. IT Project Manager
9. IT Technical Document Writer
10. Network/Client Server Admin
11. Web/Internet Development
12. Telecommunications

E <sub>12</sub>	J <sub>12</sub>	A <sub>12</sub>
E <sub>11</sub>	J <sub>11</sub>	A <sub>11</sub>
E <sub>10</sub>	J <sub>10</sub>	A <sub>10</sub>
E <sub>9</sub>	J <sub>9</sub>	A <sub>9</sub>
E <sub>8</sub>	J <sub>8</sub>	A <sub>8</sub>
E <sub>7</sub>	J <sub>7</sub>	A <sub>7</sub>
E <sub>6</sub>	J <sub>6</sub>	A <sub>6</sub>
E <sub>5</sub>	J <sub>5</sub>	A <sub>5</sub>
E <sub>4</sub>	J <sub>4</sub>	A <sub>4</sub>
E <sub>3</sub>	J <sub>3</sub>	A <sub>3</sub>
E <sub>2</sub>	J <sub>2</sub>	A <sub>2</sub>
E <sub>1</sub>	J <sub>1</sub>	A <sub>1</sub>
<b>CORE</b>		



**Prospective Employee:**  
 Completes on-line application for exam. Meets minimum qualifications in order to schedule exam date. At exam, selects functional areas to test for.

**Manager/Supervisor:**  
 Creates position description identifying required competencies and skills and their relative weight.  
 Requests Database generated-certification lists and rankings, linked to competencies and skills of position.

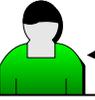


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**INFORMATION TECHNOLOGY SKILLS-BASED CERTIFICATION PROCESS**



**Manager / Supervisor:**  
 Interviews and selects best job match for successful hire.



**Hired Employee:**  
 Best meets tested competencies and skills.  
 Completes probation.