



State of Alabama Personnel Department
64 North Union Street
Montgomery, AL 36130-4100
Phone: (334) 242-3389 **Fax:** (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

IT PROJECT MANAGER – 10584

Salary: \$80,121.60 - \$134,824.80

Starting salary upon initial appointment to the merit system may be based on various factors.

Announcement Date: January 29, 2025

JOB INFORMATION

The IT Project Manager is a position used by various agencies throughout the state. This is advanced administrative and technical work managing projects which are highly complex in nature. Employees in this class are responsible for major project development and management in large agencies or enterprise-level projects that span multiple agencies. Work includes serving as a liaison between upper management and project teams, project planning, overseeing activities of the project team(s), identifying appropriate resources needed, and developing project plans, timelines, and accountabilities.

MINIMUM REQUIREMENT(S)

- Current, permanent Merit system status as an IT Project Supervisor (for the promotional register only).
- Bachelor's degree in Computer Science, Information Systems, Business Administration or a closely related field plus
- Six (6) years of experience in performing business analysis and liaison activities, and user testing and/or functional systems training for information technology-related projects/agencies/departments.

ADDITIONAL REQUIREMENT(S)

- 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, photocopies of transcripts, and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. Applicants can upload their transcripts when applying online through the Application Portal or attach them to their application when applying by email, mail, or fax. You may also 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. Official transcripts which have been submitted for any state job will remain on file in our system and will not need to be resubmitted. You may call or email the transcripts email to verify.

NOTE(S)

- A Master's degree in Computer Science, Information Systems, or Business Administration may substitute for one year of the required experience.
- Additional experience above the minimum may substitute for the required education 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.

EXAMINATION

- Open-Competitive to all applicants and Promotional to current state employees in the job classification listed above.
- An evaluation of Training and Experience as shown on the application 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, by fax, or by email at apply@personnel.alabama.gov. 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.

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 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 classification, as well as bachelor's, graduate, postgraduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or 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)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above 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 six regional accreditation associations listed above.

***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:

Master's AND Bachelor's degree in one of the required majors, plus 5 years of the required experience.
Bachelor's degree in one of the required majors, plus 6 years of the required experience.
Three years of college coursework (90 semester hours or 135 quarter hours), to include 27 semester hours or 60 quarter hours of coursework in one of the required majors, plus 7 years 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 coursework in one of the required majors, plus 8 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 coursework in one of the required majors, plus 9 years of the required experience.
No college plus 10 years of the required experience.