

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

INFORMATION SERVICES SPECIALIST II - 21162

Monthly Salary Range: \$4612 - \$6990

- Option A-Applications Services
- Option C-Clients Services
- Option MCC-Manual Communications Clients Services
- Option M-Multi/Other Services
- Option S-Systems Services

All selected options may be listed on one application.

General duties: An Information Services Specialist II performs professional work of an intermediate level of difficulty in Applications Services, System Services, Client Services, or Multi/Other Information Technology Services; work is well-defined, involves interrelated processes or steps requiring some judgement among established procedures, but few independent interpretations are required; established policy and accepted or standardized procedures and practices are applied.

Minimum Training and Experience Required to Obtain Supplemental Questionnaire:

Requires knowledge, skill and mental development equivalent to completion of two years of college with course work in computer science or directly related fields supplemental by one year of related Information Technology experience. Options associated with these positions pertain to the category of assignment. Specific position requirements vary by position within the category of assignment and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Tests and weights: Training and experience evaluation (Supplemental Questionnaire) 100%. Candidates must meet minimum training and experience requirements; however the grade will be derived from the questionnaire.

Length of eligibility period: One year.

(Continued on reverse side)

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>.

The Supplemental Questionnaire will be mailed to you. ONLY one questionnaire need be completed if you are applying for Information Services Specialist I and II. The minimum requirements and scoring standards are different for each title and option, but the information required on the questionnaire is the same for both of these titles.

AN EQUAL OPPORTUNITY EMPLOYER

9/14/00 (RC-063-19B) Salary 4-1-16, Counties Updated 7-20-16, Grade Statement Changed 5-17-02,
Option SS added 10-20-04, Option MC added 12-05-07, Removed SS, MCA, MCM & MCS Options 4-30-10
Added Test Option Descriptions 11-18-10; Counties updated 10-21-16; Counties Updated 12-2-16

Option MC – Manual Communications: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established:

Option A: Cook, Sangamon, Vermilion, Will.

Option C: Clinton, Cook, Kane, Lake, Madison, Morgan (MC), Peoria, Randolph, Sangamon, Schuyler, Will, Williamson.

Option M: Cook, Kankakee, Sangamon.

Option S: Randolph, Sangamon.

(MC) Indicates Manual Communications Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

INFORMATION SERVICES SPECIALIST I / II

Test Option Descriptions

Option A: Applications Services

Employees in this option area conduct professional level application design, development, testing, implementation and maintenance. Structured programming methods and productivity tools are utilized as is programming skill with existing and new programming languages.

Option C: Client Services

Employees in this option area provide professional level consultation, training, and purchasing functions to users of software and automated equipment. Employees coordinate and support hardware, software and application systems. Employees in this option also install, maintain and resolve problems related to computer platforms, system and applications software.

Option S: Systems Services

Employees in this option area conduct professional level duties involving operating systems, communications or network systems, security systems and other systems that support information technology activity. Employees are involved in developing and managing databases to support data collection, storage, access, retention and retrieval as well as designing, installing, supporting network configurations and software.

Option M: Multi/Other Services

Employees in this option area conduct professional level information technology duties requiring a combination of knowledge and skill found in the applications, client and/or systems services areas.

Test Procedures: All applicants for the Information Services Specialist titles are screened for possession of minimum education and experience requirements. For Options A, C, M and S, qualified applicants complete and submit a supplemental examination questionnaire for grading.