

TEST PLAN

INFORMATION SYSTEMS SPECIALIST 1 - #1481

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or
Agency may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" and possessing the requisite skills - or those ranking highest on the test may be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- a high school diploma or equivalent with coursework in computer science; **OR**
- one year of Information Systems experience including one or more of the following:
 - using a computer to enter, retrieve, edit, and manipulate data;
 - preparing, reading, and interpreting logic flowcharts or diagrams;
 - scheduling, putting in priority order, and coordinating computer production jobs;
 - helping staff use computer systems and answering common staff questions and troubleshooting to resolve computer problems; **OR**
- (Agencies may specify the education and/or experience that indicates possession of the knowledges and skills required as a minimum for the position.)

NOTE: Agencies may develop written or other tests to ensure candidates have the required knowledges and skills.

SKILL CODES

Use the Information Systems Specialist Occupational Category/Skill Supplement and Information Sheet.