



## IT Titles/Options

Currently, DoIT uses the Information Services series as well as the Data Processing series for the majority of its positions. The Information Services series is a career path, composed of the following job classifications:

Information Services Intern	Information Systems Analyst I
Information Services Specialist I	Information Systems Analyst II
Information Services Specialist II	Information Systems Analyst III

Options most frequently used at DoIT are A (applications services), C (client services), S (systems services), N (networking) and W (web developer).

- **Option A** specialized skills include but are not limited to education/experience for the following system development life cycle processes: programming capabilities, database application development, Oracle RDBMS, Python scripting, WUG Monitoring, Crystal Reports, ASP Classic, Java, HTML, XML, Virtual PC & Server, SQL, SQL Server & SQL Reporting Service, SharePoint, MS Office Suite, MS Project and MS Visio, Adobe Acrobat/Designer, Active Directory, FTP, Visual Studio, ASP.Net Framework, Active X, Remedy, JAWS, C#, MVC, HTML, Java Script, and TFS. Desires experience with Asset Management, Procurement/WC/Fiscal Management.
- **Option C** specialized skills include but are not limited to education/experience in Active Directory, Netware and eDirectory networking environments, Microsoft Desktop/Laptop systems, Apple devices and MAC OS, Microsoft Office Automation Products, Automated Software Development tools such as Microsoft Installer scripts, System Center Configuration Manager, Lite-Touch, Netware Zenworks for Desktops and Zen Snapshot procedures, Microsoft OSD, Microsoft MDT, Microsoft Office Suite, McAfee Anti-virus, routers, routing protocols, switches, firewalls, VPN, Internet, MPLS, voice systems, programming languages, and scripts.
- **Option S** specialized skills include but are not limited to extensive knowledge of Microsoft SQL Server, VMWare, Sharepoint, System Management Server, and Distributed File Shares; knowledge of technical concepts including Risk Management, Web Applications, Workflow and Data Management. Requires three years' experience and extensive knowledge of administrating a Microsoft Windows 2003, 2008, or 2012 Active Directory environment.
- **Option N** prefers Cisco Certified Network Associate, Cisco Certified Design Associate, or other routing and switching certifications; also prefers Cisco Qualified Specialist Certification (Video, VoIP, Security, Wireless, Optical, etc.). Specialized skills include but are not limited to education/experience in Enterprise Firewall troubleshooting and configuration, Layer 3 Switch design, Data Center Switching Architecture and capacity planning, Internet Gateways and Filtering, Application Load Balancing, Local Area Network design, Transmission Control Protocol, Internet Protocol, Quality of Service Architecture, Packet Sniffers, Internet Protocol Security, Virtual Private Network, Video over IP, Voice over IP, Enterprise Wireless LAN Controllers administration.
- **Option W** specialized skills include but are not limited to education/experience in website and web application development/support and systems analysis methodology, developing public-facing browser-based websites and web applications using Microsoft Visual Studio and any of the supported languages - ASP.net, C# or VB.net; SharePoint, HTML, CSS, Java, SQL Server, SQL Reporting Services, Adobe Acrobat/Designer, FTP, Crystal Reports SQL Scripting, Stored Procedures generation, MS Office Suite.



## Grading/How to Qualify

Information Services Specialist and Information Systems Analyst titles require you to obtain a grade from CMS prior to the position becoming available:

- ISS options A, C and S as well as ISA options A, C, S and W are graded based on training and experience. Send a CMS-100 to CMS Examining to be graded. (See [work.illinois.gov](http://work.illinois.gov) for information.)
- ISA option N further requires an automated multiple choice exam. You must report to a CMS testing center in person to take an exam. (See [work.illinois.gov](http://work.illinois.gov) for information.)

Information Services Intern title does not require you to obtain a grade from CMS – just apply directly to DoIT, using a CMS-100, when a position is posted.

DoIT utilizes several titles within the Data Processing series: Data Processing Technician, Data Processing Specialist and Data Processing Administrative Specialist. These titles require an automated multiple choice exam.



[www.work.illinois.gov](http://www.work.illinois.gov)

## Contact a Career Counselor to discuss the State of Illinois hiring process

CMS.CounselingByEmail@Illinois.gov or by phone at (217) 524-1321 or (312) 793-3565

The State of Illinois web-based hiring system offers many features to assist individuals:

- Interested in what vacancies are currently available under the Governor;
- Interested in obtaining grades and/or becoming qualified for certain titles; or
- Seeking to identify titles/positions that match their interests/qualifications.

VPN

ASP.NET

JAVA

SQL



For more information, visit:  
[www.DoIT.illinois.gov](http://www.DoIT.illinois.gov)