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Policy Memorandum No. 5 - FY 2007

TO: Elected Officials, Agency Directors, and Personnel Officers
State Government Agencies

FROM: Robert E. Bass Jr.,
State Personnel Director

DATE: April 20, 2006

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE
SPECIAL COMPENSATION PLAN FOR INFORMATION
TECHNOLOGY CLASSIFICATIONS FOR FISCAL YEAR 2007**

A. STATEMENT OF PURPOSE

It is the intent of the State Personnel Board to establish the Special Compensation Plan for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The Plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish, and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective close of business June 30, 2006, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2007.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

B. COVERAGE OF THESE POLICIES

These policies shall govern the special compensation plan for classifications within the State of Mississippi Information Technology Career Path Chart and shall supplement the Variable Compensation Plan. This Plan is also open to those state agencies not under the purview of the



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State Personnel Board which voluntarily operate under limited provisions of the State Personnel Board.

C. GENERAL POLICY PROVISIONS

1. Designation Authority

The State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan positions. The State Personnel Board will appoint, from a list of nominees submitted by the Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review information technology related degrees in regard to meeting classification minimum requirements and agency requests for reallocations and class establishments. The ITPDC will provide a recommendation for action to the State Personnel Board. This committee shall act in an advisory capacity to the State Personnel Board and is established pursuant to the statutory authority of the State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment I.

Rules for operation of the ITPDC will be published with the Secretary of State's Office as Attachment I to this memorandum.

2. Adding Classifications to the Special Compensation Plan

Classifications shall be added to the Special Compensation Plan only upon prior approval by the State Personnel Board with recommendation by the ITPDC.

3. Position Movement

Positions may be placed under the Information Technology Special Compensation Plan through the normal reallocation process. Requests for budgeted and non-budgeted reallocations and new positions shall be considered on a case-by-case basis by the State Personnel Board with recommendation by the ITPDC. All requests for reallocation must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual and Policy Memorandum No. 2 for approval by the State Personnel Board or the State Personnel Director.



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4. Educational Benchmarks

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education or certification listed for the employee's present job class, which the employee possessed at the time of appointment into his or her present job class.

a. General Policies

- (1) Request for Educational Benchmark awards are made at the discretion of the agency head.
- (2) Educational benchmarks shall not be awarded for degrees, licenses, certifications or registrations obtained prior to July 1, 1999.
- (3) During any one fiscal year, an individual shall not receive more than 5% for educational degrees, 5% for the Certified Public Manager Program, or 5% for licensure, certification, and/or registration. ~~No employee shall receive more than one (1) educational benchmark increase during Fiscal Year 2006.~~
- (4) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump sum payment.
- (5) Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for or in anticipation of future educational achievement, or certification shall not result in a subsequent awarded an Educational Benchmark for the same achievement.
- (6) Educational Benchmarks shall not be awarded for degrees, licensure, certification or registrations, which are required by law for performance of job duties.



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Employees included in the Information Technology Special Compensation Plan may be eligible to receive Educational Benchmark increases for the following achievements:

b. Degrees

Increases up to five percent (5%) **may** be awarded to employees obtaining the following degrees: Associate's Bachelor's (in no case shall the cumulative award for the achievement of an Associate's Degree and a Bachelor's Degree exceed five percent (5%)), Master's Specialist, and Doctoral

c. Basic Supervisory Course and Certified Public Manager (CPM) Program

In addition to benchmarks for educational degree, employees **may** receive an Educational Benchmark for the Basic Supervisory Course and certification in the Certified Public Manager (CPM) program. The following scale indicates the maximum that may be awarded for achievements in these programs:

1% increase-Basic Supervisory Course (BSC)

2% increase-Certificate in Supervisory Management (CSM)

3% increase-Completion of Certified Public Manager (CPM) Program

Note: An employee who has completed the CSM and /or the CPM will not be eligible for a 1% increase for subsequently completing the BSC.

5. **Designation Policies**

Each appointing authority shall comply with the State Personnel Board policies and administrative procedures, which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

6. **Annual Policy Memorandum**

The State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum, which addresses all policies and procedures to govern the Special Compensation Plan for that year.



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7. Assignment of Salaries

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and the Variable Compensation Plan, unless otherwise provided by law.

Salary increases for in-class movement under the Special Compensation Plan component must be submitted on a case by case basis for approval by the State Personnel Board.

8. Provisions for Awarding Information Technology Special Compensation Plan Salary Increases

Salary increases for in-class movement under the Special Compensation Plan may be awarded for achievement of educational objectives, the development of additional critical competencies, or evidence of increasing complexity of work goals. The Special Compensation Plan is intended to reward employees who have attained additional education and competencies, which directly add value to their ability to perform the duties and tasks of their positions, which ultimately add value to the agency. It is intended to be awarded individually to employees, similar to an Educational Benchmark, and is not intended to reflect any increase in the value of the classification.

a. General Policies

- (1) Requests for special compensation awards are made at the discretion of the agency head and are based on a twenty four (24) month measurement period. The measurement period begins upon completion of the Competencies/Education Profile form by the employee=s supervisor. The measurement period ends upon award of a special compensation salary increase. Another measurement period begins immediately after the award of a special compensation salary increase.

Employees are eligible for their initial special compensation award after a minimum of twelve (12) months evaluation in an IT Special Compensation Plan position, provided that he/she has remained in the same position and has not been promoted during the evaluation period.



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The measurement period will start over upon promotion of the employee or upon a lateral or downward transfer to a different agency than the one in which the employee began the measurement period. Any prior education or training accomplished at the prior agency may be transferred to the new measurement period at the new agency. Certification of prior hours must be received from the employee's former agency.

- (2) Employees who complete the requirements for a special compensation increase may be eligible for a salary increase of up to six percent (6%) of their current salary at the time they complete the requirements. A special compensation increase may be awarded up to twelve (12) months after the employee completes the requirements for a special compensation increase.
- (3) All special compensation awards must be accomplished from within funds available.
- (4) To be eligible for a special compensation award, the employee must have maintained a 2.0 or above rating in each essential duty/standard statement of the individual's Performance Appraisal Rating review during the time period of the award.
- (5) A Competencies/Education Profile (CEP) form (Attachment II) signed by the employee's immediate supervisor and authorized by the agency head must be kept on file by the agency for each special compensation increase.

b. Requirements for Eligibility

- (1) To be eligible for a special compensation increase an employee must complete at least one hundred twenty (120) contact hours of education/training. Sixty (60) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the Information Technology Professional Development Committee (ITPDC). The remaining sixty (60) hours may be as approved by the agency head. However, employees who receive a special compensation award for the initial twelve (12) month period, as discussed in paragraphs a(1) and a(2) above, must complete sixty (60)



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contact hours of education/training. Thirty (30) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the ITPDC. The remaining thirty (30) hours may be as approved by the agency head.

- (2) In addition to the education/training hours, an employee must receive a rating of Yes (Y) indicating added value accomplished by the employee for at least three of the competencies identified for that classification, indicating that the employee has fully met the supervisor=s expectations relative to those competencies. Documentation supporting the added value must be maintained by the agency.
- (3) The employee must have maintained a meets expectations, (2.0) or above, in each essential duty/standard statement of the individual=s Performance Appraisal Review (PAR) rating during the measurement period.

c. Approved Education/Training

- (1) A listing of qualified education/training categories will be maintained by the Information Technology Professional Development Committee (ITPDC). Approved categories will be listed for each of the four (4) job families (Management, Infrastructure, Operations and Support, and Systems Delivery, see Attachment No. 3). Training hours from conferences must be documented in detail, reviewed, and approved by the agency head for consideration of training hours for special compensation.
- (2) Copies of course certificates or other documents specifying completion of education/training hours shall be maintained by the agency and shall accompany the Competencies/Education Profile (CEP) form. In the case of education/training which specifies a range of hours required for completion, the minimum number of hours specified will be used. In the case of conferences or general session type meetings where individual documents of completion are not distributed to participants/attendees, the employee=s immediate supervisor must certify in letter format the number of hours claimed by the employee. The certification will be approved by the



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employee=s first level reviewer or the agency head. On the job training will not be counted as training for special compensation.

- (3) Education/training contact hours shall count only for the current measurement period. Hours achieved in excess of one hundred twenty (120) will not be carried over to future periods, nor will they be given additional weight or computation in the current measurement period. Once a special compensation award is made, the employee then begins the next measurement period with zero (0) contact hours.

d. Critical Competencies

- (1) A complete listing of critical competencies has been identified for each job classification. At the beginning of the measurement period, the employee=s supervisor will identify on the Critical Competencies/Education Profile (CEP) form those critical competencies that are to be achieved by the employee. At the end of the measurement period, the supervisor will annotate the form with a AY@ to indicate that the employee has successfully achieved the expected improvement of the individual competency, or, will annotate with a AN@ to indicate that the employee did not achieve the expected level of improvement of that individual competency. An indication of a Y or an N only indicates that the employee did or did not achieve the planned increase in each individual competency. It does not indicate an acceptable or unacceptable level of competency, but merely if the employee achieved the change outlined by the supervisor at the beginning of the measurement period.
- (2) During the measurement period, generally at a six month or one-year interval, the critical competencies indicated by the supervisor at the beginning of the measurement period should be reviewed and discussed with the employee. If the focus of the employee=s position has changed since the beginning of the period, the supervisor may at any time prior to the end of one full year of the measurement period close out the previous competency/competencies and indicate a different set of critical competencies to be in effect for the remainder of the measurement period. The close out and resultant change of competency selection must be accompanied by a narrative describing the reason for the change.



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- (3) No official feedback document is required for critical competencies. Each supervisor should on a continuing basis review and discuss with the employee, his or her progress, or lack thereof, in relation to each critical competency to be attained during the measurement period. Courses, seminars, books, and other materials may be suggested by the supervisor to assist the employee in accomplishment of the competencies.

e. Competencies/Education Profile (CEP) Form

- (1) A CEP form will be filled out by the employee=s PAR rating supervisor at the beginning of the measurement period for each employee eligible to receive a special compensation award as approved by the agency head. After the competencies and education/training goals have been discussed with and agreed to by the employee, the rating supervisor will submit the CEP form to the employee=s PAR first level reviewer for approval. Approved CEP forms will be maintained by the employee=s supervisor or in the employee=s PAR supplemental employee folder.
- (2) During the last fourteen days prior to the end of the first year of the measurement period (or during the PAR review and feedback sessions), the CEP form should be reviewed by the employee=s rating supervisor, and the status of the employee=s accomplishment of competencies and completion should be discussed with the employee. Any changes to the critical competencies to be accomplished must be made by the end of the first year of the measurement period and initialed by the employee and then approved by the employee=s first level reviewer and by the agency head.
- (3) A copy of the CEP form must be maintained in the employee=s file for all requests for a special compensation award. These forms are subject to post award review by the ITPDC or by the State Personnel Board.



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D. STATUS

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from state service where such position or employee is designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Miss Code Ann. Section 25-9-107 (c)(1972).

E. CLASSIFICATION AND PAY PLAN

The State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.

A pay range shall be assigned by the State Personnel Board to each position in the Special Compensation Plan on the basis of the prevailing wage in the relevant labor market and criteria such as those set forth in the Mississippi State Personnel Board Policies and Procedures Manual . The pay ranges assigned to Special Compensation Plan positions shall be adjusted to maintain competitive market levels.

F. RECRUITMENT AND APPOINTMENT

1. Hiring of new employees into information technology positions shall be exempted from the Certificate of Eligibles process established by the State Personnel Board, provided that the applicant meets the minimum qualifications of the classification of the position into which he or she is being appointed.
2. Vacant information technology positions must be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.

G. SALARY RESTRICTIONS

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.
2. Current statutory salary restrictions remain in effect.
3. Salary increases under these policies shall be calculated so as not to result in personal services funding shortfalls, employee reductions-in-force, or the unsupported



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reallocation of vacant positions.

4. All salary increases must be accomplished from within funds available.

H. ROLE DESCRIPTION QUESTIONNAIRE (RDQ)

a. General Policies

1. For all instances where the Job Content Questionnaire is cited in this memorandum, The State Personnel Board Policy and Procedures Manual, other policy memorandum or statements, for Information Technology classifications qualified under the IT Special Compensation Plan a Role Description Questionnaire (RDQ) shall be used in place of the Job Content Questionnaire. Copies of the RDQ and related guidelines may be obtained from the State Personnel Board.
2. Requests for all personnel actions for positions allocated to classifications under the IT Special Compensation Plan shall be accompanied by a completed and signed RDQ. Submission of the request in SPAHRS indicates agency endorsement.



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Attachment No. 1 to Policy Memorandum No. 5 - FY 2007

Information Technology Professional Development Committee

The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.

The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.

Composition of the ITPDC:

- A. The Committee will consist of ten (10) members.
- B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
- C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
- D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
- E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director or his/her designee and the ITS Executive Director or his/her designee. The State Personnel Director will serve as chair for the remainder of Fiscal Year 1998 and in odd-numbered fiscal years thereafter. The ITS Executive Director will serve as chair in even-numbered fiscal years after Fiscal Year 1999.
- F. The other eight (8) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
 1. Two (2) additional staff members from ITS
 2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).



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3. Three (3) additional information technology professionals from other state agencies

Length of term:

- A. Members are appointed for staggered six (6) year terms.
- B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual=s unexpired term.

V. Scope of the Committee=s Review and Recommendations:

- A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
- B. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.

VI. Meeting Schedule:

The Committee=s regular meeting will be held on the first and third Tuesdays of each calendar month.

- B. If there are no pending requests for the Committee=s consideration, the Committee will not meet.
- C. Requests to be considered by the Committee should be submitted to the State Personnel Board two weeks prior to the Committee meeting.
- D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.

Attachment No. 2 to Policy Memorandum No. 5 - Fiscal Year 2007



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Competencies/Education Profile Forms



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Competencies/Education Profile Form
Plan **Management Roles: Page#1**

Information Technology Special Compensation

Employee Name: _____

Date: _____

Classification Title: _____

PIN
: _____

Agency: _____

Rating Supervisor: _____

PIN: _____

1st Level Reviewer: _____

PIN: _____

Competencies/Behavior Indicators

Indicate for each checked

competency:

Please check those to be measured:

(Y)
Ye
s
(N)
No

Val
ue
Ad
ded

Adaptability: _____

Coaching and Developing Others: _____



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Decisive Insight: _____

Holding People Accountable: _____

Impact and Influence: _____

Information Gathering: _____

Vision Communication: _____

Leadership: _____

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period): _____

Employee _____ Date

_____ Rating
Supervisor

Date

1st Level Reviewer _____ Date



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Competencies/Education Profile Form
Plan
Management Roles: Page#2

Information Technology Special Compensation

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

**educa
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g
item
listed:**

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

TOTAL HOURS:



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SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee _____ Date

Rating
Supervisor

Date

1st Level Reviewer

Date



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Competencies/Education Profile Form
Plan
Infrastructure Roles: Page#1

Information Technology Special Compensation

Employee Name: _____

Date: _____

Classification Title: _____

PIN
: _____

Agency: _____

Rating Supervisor: _____

PIN: _____

1st Level Reviewer: _____

PIN: _____

Competencies/Behavior Indicators

Indicate for each checked

competency:

Please check those to be measured:

(Y)
Yes
(N) No

Value
Added

Analytical Thinking/Attention to Detail: _____

Business Perspective: _____

Communication: _____

Customer Advocate: _____



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Facilitating Effective Relationships: _____

Willingness to Learn: _____

Fostering Innovation/Leading Change: _____

Project Performance: _____

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee

Date

Rating
Supervisor

Date

1st Level Reviewer

Date



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Competencies/Education Profile Form
Plan
Infrastructure Roles: Page#2

Information Technology Special Compensation

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

educa
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item
listed:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

TOTAL HOURS:



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SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee _____ Date

Rating
Supervisor

Date

1st Level Reviewer _____

Date



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Competencies/Education Profile Form
Plan

Information Technology Special Compensation

Operations and Support Roles: Page#1

Employee Name: _____

Date: _____

Classification Title: _____

PIN
: _____

Agency: _____

Rating Supervisor: _____

PIN: _____

1st Level Reviewer: _____

PIN: _____

Competencies/Behavior Indicators

Indicate for each checked

competency:

Please check those to be measured:

(Y)
Yes
(N) No

Value
Added

Analytical Thinking/Attention to Detail: _____

Business Perspective: _____

Communication: _____

Customer Advocate: _____



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Facilitating Effective Relationships: _____

Willingness to Learn: _____

Fostering Innovation: _____

Personal Accountability: _____

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee

Date

Rating
Supervisor

Date

1st Level Reviewer

Date



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Competencies/Education Profile Form
Plan

Information Technology Special Compensation

Operations and Support Roles: Page#2

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

educa
tion/t
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item
listed:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

TOTAL HOURS:



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SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee _____ Date

Rating
Supervisor

Date

1st Level Reviewer _____ Date

Date



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Competencies/Education Profile Form
Plan
System Delivery Roles: Page#1

Information Technology Special Compensation

Employee Name: _____

Date: _____

Classification Title: _____

PIN
: _____

Agency: _____

Rating Supervisor: _____

PIN: _____

1st Level Reviewer: _____

PIN: _____

Competencies/Behavior Indicators

Indicate for each checked

competency:

Please check those to be measured:

(Y)
Yes
(N) No

Value
Added

Analytical Thinking/Attention to Detail: _____

Business Perspective: _____

Communication: _____

Customer Advocate: _____



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Facilitating Effective Relationships: _____

Willingness to Learn: _____

Personal Accountability: _____

Project Performance: _____

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee

Date

Rating
Supervisor

Date

Level Reviewer

Date

Competencies/Education Profile Form

Information Technology Special Compensation Plan

System Delivery Roles: Page#2

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

educati
on/trai
ning
item



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listed:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of



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education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

| | | | |
|----------|-------|-------|----------------------|
| _____ | _____ | _____ | _____ |
| Employee | | Date | Rating Supervisor |
| | | | Date |

| | | |
|--------------------------------|-------|-------|
| _____ | _____ | _____ |
| 1 st Level Reviewer | | Date |



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Attachment No. 3 to Policy Memorandum No. 5 - Fiscal Year 2007

Approved Education/Training Categories

Information Technology Job Families

Management:

| | | | | |
|---|--------------------------|---------------------|---|-------------------------------|
| | | | X | 2409 Database Analyst I |
| X | 2591 Information Systems | Director I | X | 2410 Database Analyst II |
| X | 2592 Information Systems | Director II | X | 2376 Database Administrator |
| | | | X | 2380 Database Administrator - |
| | | | | ITS |
| X | 2594 Chief Systems | Information Officer | X | 2381 Information Technology |
| | | | | Planner |

Operations and Support:

| | | | | |
|---|----------------------------|--|---|-------------------------------|
| | 2349 Systems Manager I | | | |
| X | 2350 Systems Manager II | | X | 2389 Systems Administrator I |
| X | 2351 Systems Manager III | | X | 2392 Systems Administrator II |
| | | | X | 2385 Senior Systems |
| X | 2372 Operations Manager I | | | Administrator |
| X | 2373 Operations Manager II | | X | 2388 Lead Systems |
| | | | | Administrator |

Infrastructure:

| | | | | |
|---|---------------------------------|-----|---|--------------------------------|
| | | | X | 2421 Systems Operator I |
| X | 2414 WAN Administrator I | | X | 2422 Systems Operator II |
| X | 2416 WAN Administrator II | | X | 2423 Senior Systems Operator |
| X | 2417 Lead WAN Administrator | | X | 2424 Lead Systems Operator |
| | | | | |
| X | 2399 Network Specialist I | | X | 2418 Communications Analyst I |
| X | 2400 Network Specialist II | | X | 2419 Communications Analyst II |
| X | 2401 Senior Network Specialist | | X | 2420 Senior Communications |
| X | 2352 Lead Network Specialist | | | |
| X | 2353 Lead Network Specialist -X | ITS | X | Analyst |
| | | | | 2398 Communications |
| | | | | Administrator |
| X | 2402 Systems Specialist I | | X | 2425 Communications |
| X | 2403 Systems Specialist II | | | Technician I |
| X | 2408 Senior Systems Specialist | | X | 2426 Communications |
| X | 2370 Lead Systems Specialist | | | Technician II |



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| | | | | | | | |
|---|--------------------------|------|---------------------------------------|---|----|------|----------------------------|
| X | | 2427 | Lead Communications | X | | 2356 | Associate Business Systems |
| | Technician | | | | | | |
| | | | | X | | 2357 | Business Systems Analyst I |
| | Systems Delivery: | | | X | | 2365 | Business Systems Analyst |
| | | | | | II | | |
| X | | 2355 | Associate Programmer | X | | 2367 | Senior Business Systems |
| | Analyst | | | | | | |
| X | | 2396 | Programmer Analyst I | X | | 2369 | Lead Business Systems |
| X | | 2397 | Programmer Analyst II | | | | |
| X | | 2394 | Senior Programmer Analyst | X | | 2430 | Managing Consultant |
| X | | 2395 | Lead Programmer Analyst | | | | |
| X | | 2382 | Senior Information Technology Planner | | | | |
| X | | 2354 | Technology Planning Coordinator | | | | |

**SCHEDULE ONE
NON-TECHNICAL FOR ALL FIELDS OF WORK**

| | |
|---|-------------------------------|
| X | Time Management |
| X | Effective Communication |
| X | Myers Briggs |
| X | Team Building |
| X | Customer Service |
| X | Stress Management |
| X | Conflict Resolution |
| X | Technical Writing |
| X | Help Desk Etiquette |
| X | Interpersonal Skills |
| X | Word Processing Skills |
| X | Working with Difficult People |
| X | Basic Supervisory Skills |



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**SCHEDULE TWO
SUPPLEMENTAL TRAINING FOR ALL FIELDS OF WORK**

| Groups A - D | Groups E-F | Groups G-I |
|------------------------------|---------------------|---------------------|
| Spreadsheets | CSM 1-3 | CPM 4-6 |
| Intro to Lans | Intranet | Risk Management |
| Internet - Using Effectively | Presentation Skills | ICCP |
| Intro to Telecommunications | Train the Trainer | Business Continuity |
| ICCP | ICCP | |
| | | |
| | | |



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**SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING**

| Groups A - D | Groups E - F | Groups G - I |
|---|-------------------------------|---|
| WAN Administration | CNE (Network Specialist) | Advanced Internetwork Troubleshooting |
| Wan Management and Configuration Design | Internetwork Troubleshooting | Advanced Routers |
| Basic BPR | Advanced UNIX | WAN Design |
| Feasibility Studies (Planning Only) | Advanced Routers | WAN Modeling and Capacity Planning |
| Budget Prep (Planning Only) | Advanced BPR | Advanced CISCO Certification |
| Intro to Routers | Strategic Planning | WAN Management and Configuration Design |
| Intro to Cisco Router Configuration | ADABAS Performance and Tuning | Advanced UNIX |
| Mainframe Fundamentals | DB2 Performance and Tuning | IT Audit |
| DBA Utilities | IP Addressing | Advanced DB2 Database Administration |
| | Internetworking Multi- | |



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|------------------------|--------------------------------|---|
| Database Programming | Protocol Environments | ADABAS Database Internals |
| Procurement Overview | WAN Security | DB2 Internals |
| IT Long Range Planning | ADABAS Database Design | Architecture Analysis - Data Warehouse Techniques |
| | DB2 Database Design | Data Modeling Fundamentals and Techniques |
| | ADABAS Database Administration | Meta-Model Fundamentals and Concepts |
| | Administration | Any OS/390 Related Training |

**SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING
CONTINUED....**

| Groups A - D | Groups E - F | Groups G - I |
|-----------------------------|--|--|
| JCL | Project Management | Specific Database Training (i.e. ORACLE, SYBASE) |
| TSO | Systems Analysis and Design | |
| REXX and/or CLISTS | Object Oriented Analysis and Design | |
| ADABAS Fundamentals | Object Oriented Programming | |
| ADABAS Physical File Design | Development Methodology | |
| CONSTRUCT | Defining and Organizing Data Resources | |
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| Supporting and Troubleshooting Windows | Data Dictionary Concepts and Fundamentals | |
| Intro to UNIX | Data Elements, Keys and Attributes | |
| Any Z/OS Mainframe Related Training | Advanced Cisco Router Configuration | |
| Specific Database Training (i.e. ORACLE, SYBASE) | Firewalls and Internet Security | |
| NATURAL | Any OS/390 Related Training | |
| | Mid-level CISCO Certification | |
| | Specific Database Training (i.e. ORACLE, SYBASE) | |

**SCHEDULE FOUR
OPERATIONS AND SUPPORT FAMILY TRAINING**

| Groups A - D | Groups E - F | Groups G - I |
|------------------------|--------------------------|--------------------------------|
| Intro to AutoCAD - CSU | Intro to LAN Management | CNE Certified Network Engineer |
| OS/390 Operations | Basic LAN Administration | Project Management |
| Job Scheduling | RACF Administration | Advanced LAN Administration |
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| JCL | Basic LAN Security | Advanced LAN Security |
| TSO | Intro to Routers | Intro to LAN Design |
| TCP/IP | CNA Certified Network Administrator | Quality Assurance |
| Report Distribution | Intro to Fiber Optics | Computer Operations and Management |
| Intro to Telecommunications | Procurement Overview | Systems Analysis |
| Intro to Voicemail | Voice Mail System Administration | Print Management |
| LOTUS Notes Adm. 1 | PBX System Administration | Job Monitoring Tools |
| OS/390 Related Training | Case Tools | Off-Site Facility Management |
| Data Center Operations Relevant Training | Data Communication | Tape Management |
| | LOTUS Notes Adm. 2 | Production Control and Data Management |

**SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING**



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| Groups A-D | Groups E-F | Groups G-I |
|---|--|--|
| Windows Supporting and Trouble Shooting | Project Management | Advance BPR |
| Systems Analysis and Design | Basic Cost Benefit Analysis | Advanced Project Management |
| Data Modeling | BPR | IT Audit |
| Software Testing | LAN Design | Production Control and Data Management |
| COBOL | Management Approved Programming Languages | Quality Assurance |
| NATURAL | JCL | Computer Operations and Management |
| SQL for ADABAS | Command Level CICS | Systems Analysis |
| SQL for DB2 | TSO/ISPF | Print Management |
| SAS | Intro. to Quality Assurance | Job Monitoring Tools |
| JCL | Relational Databases | Off-Site Facility Management |
| Command Level CICS | Advanced ADABAS Classes | Tape Management |
| TSO/ISPF | Advanced DB2 Classes | Lotus Notes Development |
| Power Builder | Data Dictionaries | Imaging |
| Visual FoxPro | Advanced Construct | Workflow Management |
| SQL | Visual FoxPro | Document Management |
| Intro to ADABAS | Client Server Product Classes (Oracle, Sybase, Visual Basic) | EDI/EFT |
| Intro to DB2 | IT Long Range Planning | E. Commerce Training |
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|--------------------------|---------------------------------------|--|
| Data Dictionary Concepts | Advanced Internet/Intranet Classes | |
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**SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING
CONTINUED....**



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| Groups A-D | Groups E-F | Groups G-I |
|---|---|-----------------------|
| Object Oriented Analysis and Design | Object Oriented Analysis and Design | Managing Project Risk |
| Project Management Basics | Project Management Intense Projects | Project Estimating |
| Business Analysis & Requirements Gathering | Business Analysis & Requirements Gathering | |
| Software Testing Tools and Techniques | Software Testing Tools and Techniques | |
| Project Estimating | Project Estimating | |
| Intro to Microsoft Office Suite (Word, Excel) | Advanced Microsoft Office Suite (Word, Excel) | |
| Intro to Adobe Acrobat | Advanced Adobe Acrobat | |
| Intro to Microsoft PowerPoint | Advanced Microsoft PowerPoint | |
| Intro to Microsoft Project | Advanced Microsoft Project | |
| Intro to Web Authoring (HTML) | Advanced Web Authoring (HTML) | |
| Intro to Cascading Style Sheets | Advanced Cascading Style Sheets | |
| Crystal Reports | Advanced Crystal Reports | |
| Basic JavaScript | Advanced JavaScript | |
| Designing and Developing Web Sites | Designing and Developing Web Sites | |
| Web Application Development | Intense Web Application Development | |
| Developing Secure Web Applications | Developing Secure Web Applications | |
| Graphic Design | Graphic Design | |
| Intro to JAVA | Advanced JAVA Programming | |
| Intro to Microsoft ASP.NET | Advanced/Intense Microsoft VB.NET | |



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| APM0507 | Classes | |
| Code Generators (CONSTRUCT) | JAD/RAD | |
| Oracle | Lotus Notes Development | |
| Sybase | Imaging Training | |
| Home Page Design | Workflow Management | |
| Intro to HTML | Document Management | |
| Intro to JAVA | EDI/EFT | |
| LAN Concepts | E.Commerce Training | |
| Lotus Notes Development | | |
| Imaging Training | | |
| Workflow Management | | |
| Document Management | | |
| EDI/EFT | | |
| E.Commerce Training | | |

**SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING
CONTINUED.....**



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**SCHEDULE SIX
MANAGEMENT FAMILY TRAINING**

| Groups A - D | Groups E – F | Groups G - I |
|---|--|----------------------------------|
| ITS Procurement Overview | Cost Benefit Analysis | Conflict Resolution |
| Effective Communication | Information Systems Planning Overview | Stress Management |
| Time Management | Advanced Project Management | Time Management |
| Structured Analysis and Design | Supporting MS Windows NT Server Enterprise | CPM Continuing Education Courses |
| Admin. MS Windows | | |
| Supporting MS Windows Core Technologies | | |

Any technical training relevant to the manager=s area of responsibility.

**SCHEDULE SEVEN
APPROVED CONFERENCES AND USER GROUPS**

| Groups A - D | Groups E - F | Groups G - I |
|---------------------|---------------------|---------------------|
| | CA World | SHARE - IBM User=s |



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| | | Conference |
| | NASTD | NASTD |
| | Information Builders User=s Group | NASCIO |
| | DEVCON - FoxPro Developer=s Conference | IDUG - DB2 User=s Group |
| | GIGA Conference | COMDEX - Technology Showcase |
| | CISCO Networkers Conference | DEVCON - FoxPro Developer=s Conference |
| | ICA Conference | CA World |
| | Gartner Conference | GIGA Conference |
| | EXPLORE | CISCO Networkers Conference |
| | AMDAHL User=s Group | ICA Conference |
| | Hitachi User=s Group | EXPLORE |
| | AIIM | AMDAHL User=s Group |
| | Lotusphere | Hitachi User=s Group |
| | | AIIM |
| | | Lotusphere |



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Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2769.

Recommendation:

Approval of Policy Memorandum No. 5 for Fiscal Year 2007, effective July 1, 2006. Further, if there are no public comments or substantive changes, twenty-five (25) days after filing with the Secretary of State pursuant to the Administrative Procedures Law, the proposed policy may be re-filed as a final action for adoption.