

DEPARTMENT OF EDUCATION-CENTRAL OFFICE:

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EXECUTIVE ASSISTANT III**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-EXA3-3-1998** SALARY GRADE: 20
QUALIFICATION STANDARDS:
Bachelor's degree; 2 years of experience; 8 hours of training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER III**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-PDO3-14-1998** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 2 years relevant of experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EXECUTIVE ASSISTANT II**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-EXA2-1-1998** SALARY GRADE: 17
QUALIFICATION STANDARDS:
Bachelor's degree; 1 year of experience; 4 hours of training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER II**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-PDO2-3-1998** SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 1 year relevant of experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR ADMINISTRATIVE ASSISTANT III (Private Secretary II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-SADAS3-32-2004; OSEC-DECSB-SADAS3-33-2004**
SALARY GRADE: 15
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; None required

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE VI (Clerk III)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA6-5-2004** SALARY GRADE: 6
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE V (Chauffeur I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA5-8-2004; OSEC-DECSB-ADA5-9-2004**
SALARY GRADE: 5
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA4-12-2004; OSEC-DECSB-ADA4-15-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Driver II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA4-17-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SECURITY GUARD I**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-SECG1-13-1998** SALARY GRADE: 3
QUALIFICATION STANDARDS:
High School Graduate; None required; None required; Security Guard License (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA1-20-2004** SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **TEC**
ITEM NUMBERS: **OSEC-DECSB-SREPS-7-1998** SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Administrative Officer I)**
PLACE OF ASSIGNMENT: **TEC**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-27-2004** SALARY GRADE: 11
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **TEC**
ITEM NUMBERS: **OSEC-DECSB-ADA4-19-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **BOARD SECRETARY II**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-BS2-1-1998** SALARY GRADE: 17
QUALIFICATION STANDARDS:
Bachelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-20-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-42-1998** SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **LEGAL OFFICER III**
PLACE OF ASSIGNMENT: **LEGAL DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-LEGO3-2-1998** SALARY GRADE: 20
QUALIFICATION STANDARDS:
Bachelor of Laws; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE AIDE IV (Stenographer I)**
PLACE OF ASSIGNMENT: **LEGAL DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-22-2004; OSEC-DECSB-ADA4-23-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS (Subprofessional); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-SADOF-24-2004** SALARY GRADE: 22
QUALIFICATION STANDARDS:
Bachelor's degree; 3 years of relevant experience; 16 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV
(Human Resource Management Officer III)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-26-2004** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **LIBRARIAN II** NO. OF POSITIONS: two (2)
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-LIB2-1-1998; OSEC-DECSB-LIB2-2-1998**
SALARY GRADE: 14
QUALIFICATION STANDARDS:
Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science; None required; None required; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Electrician Foreman)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-5-2004** SALARY GRADE: 9
QUALIFICATION STANDARDS:
High School graduate or completion of relevant vocational/trade experience; 1 year of relevant experience; 4 hours of relevant training; Electrician (Building Wiring) (-250 volts); (MC 11, s. 1996 – Cat. I)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Electrician I)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-29-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
High School graduate or completion of relevant vocational/trade experience; None required; None required; Electrician (Building Wiring) (-250 volts); (MC 11, s. 1996 – Cat. I)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Mechanic I)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-31-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
High School graduate or completion of relevant vocational/trade experience; None required; None required; Mechanic (MC 11, s. 1996 – Cat. I)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **DENTAL AIDE**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-DTA-1-1998** SALARY GRADE: 4
QUALIFICATION STANDARDS:
High School Graduate; None required; None required; None required (MC 11, s. 1996- Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE III (Driver I)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA3-50-2004** SALARY GRADE: 3
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 1996- Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE III (Cook I)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA3-53-2004** SALARY GRADE: 3
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; None required (MC 11, s. 1996- Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA1-34-2004; OSEC-DECSB-ADA1-43-2004;
OSEC-DESCB-ADA1-46-2004**
SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (Supply Officer IV)**
PLACE OF ASSIGNMENT: **PROPERTY DIVISION**
ITEM NUMBERS: **OSEC-DECSB-SADOF-25-2004** SALARY GRADE: 22
QUALIFICATION STANDARDS:
Bachelor's degree; 3 years of relevant experience; 16 hours of relevant training; Career Service (Prof.);
Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Supply Officer III)**
PLACE OF ASSIGNMENT: **PROPERTY DIVISION**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-27-2004** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree; 2 years of relevant experience; 8 hours of relevant training; Career Service (Prof.);
Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER I (Supply Officer I)**
PLACE OF ASSIGNMENT: **PROPERTY DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADOF1-28-2004** SALARY GRADE: 10
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **PROPERTY DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA1-51-2004**
SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (Cashier IV)**
PLACE OF ASSIGNMENT: **CASH DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-SADOF-26-2004** SALARY GRADE: 22
QUALIFICATION STANDARDS:
Bachelor's degree; 3 years of relevant experience; 16 hours of relevant training; CS Prof.; Second Level
Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Data Entry Machine Operator II)**
PLACE OF ASSIGNMENT: **CASH DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-9-2004** SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1
year of relevant experience; 4 hours of relevant training; CS Subprof.; Data Encoder; (MC 11, s. 96 – Cat.
I) ; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE VI (Clerk III)**
PLACE OF ASSIGNMENT: **RECORDS DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA6-18-2004** SALARY GRADE: 6
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level
Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **RECORDS DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-35-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE III (Clerk I)**
PLACE OF ASSIGNMENT: **RECORDS DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA3-54-2004** SALARY GRADE: 3
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **RECORDS DIVISION, AS**
ITEM NUMBERS: **OSEC-DECSB-ADA1-52-2004** SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **TEACHERS CAMP SUPERINTENDENT**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-TCSUP-1-1998** SALARY GRADE: 24
QUALIFICATION STANDARDS:
Masteral Degree; 4 year/s in position/s involving management and supervision; 24 hours of training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Administrative Officer III)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-30-2004** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Draftsman II)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-16-2004** SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; Draftsman or Illustrator; (MC 11, s. 96 – Cat. I) ; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-134-2004** SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADA1-66-2004; OSEC-DECSB-ADA1-74-2004; OSEC-DECSB-ADA1-77-2004**
SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF**
ITEM NUMBERS: **OSEC-DECSB-ADA4-44-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV (Budget Officer II)**
PLACE OF ASSIGNMENT: **BUDGET DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-30-2004** SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; CS (Prof.); Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)**
PLACE OF ASSIGNMENT: **BUDGET DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-17-2004; OSEC-DECSB-ADAS2-18-2004; OSEC-DECSB-ADAS2-21-2004**
SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Budgeting Aide)**
PLACE OF ASSIGNMENT: **BUDGET DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-47-2004; OSEC-DECSB-ADA4-48-2004; OSEC-DECSB-ADA4-49-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF ADMINISTRATIVE OFFICER (Management and Audit Analyst V)**
PLACE OF ASSIGNMENT: **MANAGEMENT DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-CADOF-104-2004** SALARY GRADE: 24
QUALIFICATION STANDARDS:
Masteral degree; 4 years in position/s involving management and supervision; 24 hours of training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Management and Audit Analyst III)**
PLACE OF ASSIGNMENT: **MANAGEMENT DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-36-2004** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV (Management & Audit Analyst II)**
PLACE OF ASSIGNMENT: **MANAGEMENT DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-35-2004** SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Management & Audit Analyst I)**
PLACE OF ASSIGNMENT: **MANAGEMENT DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-37-2004** SALARY GRADE: 11
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (Accountant IV)**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-SADOF-30-2004** SALARY GRADE: 22
QUALIFICATION STANDARDS:
Bachelor's degree in Commerce/ Business Administration major in Accounting; 3 years of relevant experience; 16 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Accountant III)**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF5-39-2004** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 2 years of relevant experience; 8 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ACCOUNTANT III**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-A3-6-2005** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; None required; None required; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE OFFICER V (Accountant III)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF5-45-2004** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 2 years of relevant experience; 8 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ACCOUNTANT III**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-A3-7-2005** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; None required; None required; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE OFFICER V (Accountant III)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF5-48-2004** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 2 years of relevant experience; 8 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE OFFICER IV (Accountant II)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF4-36-2004** SALARY GRADE: 15

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ACCOUNTANT II**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-A2-11-2005** SALARY GRADE: 15

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE OFFICER IV (Accountant II)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF4-47-2004** SALARY GRADE: 15

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE OFFICER II (Accountant I)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADOF2-39-2004** SALARY GRADE: 11

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; None required; None required; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADAS3-11-2004; OSEC-DECSB-ADAS3-14-2004;
OSEC-DECSB-ADAS3-16-2004; OSEC-DECSB-ADAS3-30-2004;
OSEC-DECSB-ADAS3-32-2004**

SALARY GRADE: 9

QUALIFICATION STANDARDS:

Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)**

PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADAS2-31-2004; OSEC-DECSB-ADAS2-32-2004**

SALARY GRADE: 9

QUALIFICATION STANDARDS:

Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **INFORMATION SYSTEMS ANALYST III**

PLACE OF ASSIGNMENT: **SYSTEMS DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-INFOSA3-3-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor;s degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **COMPUTER MAINTENANCE TECHNOLOGIST I**

PLACE OF ASSIGNMENT: **SYSTEMS DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-CTMT1-3-1998** SALARY GRADE: 11

QUALIFICATION STANDARDS:

Bachelor;s degree relevant to the job; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE AIDE VI (Clerk III)**

PLACE OF ASSIGNMENT: **SYSTEMS DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ADA6-28-2004** SALARY GRADE: 6

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **INFORMATION TECHNOLOGY OFFICER II**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ITO2-4-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS:

Bachelor;s degree relevant to the job; 4 years of relevant experience; 24 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **INFORMATION TECHNOLOGY OFFICER I**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-ITO1-4-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor;s degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV)**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-SADAS2-29-2004** SALARY GRADE: 14

QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 3 years of relevant experience; 16 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**

ITEM NUMBERS: **OSEC-DECSB-SADAS1-37-2004; OSEC-DECSB-SADAS1-40-2004**

SALARY GRADE: 13

QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 3 years of relevant experience; 16 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT VI (Computer Operator III)**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS6-43-2004** SALARY GRADE: 12

QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-8-2004; OSEC-DECSB-ADAS5-9-2004**
OSEC-DECSB-ADAS5-11-2004

SALARY GRADE: 11
QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Data Entry Machine Operator II)**

PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-72-2004** SALARY GRADE: 8

QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**

PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADA1-85-2004** SALARY GRADE: 1

QUALIFICATION STANDARDS:

Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)**

PLACE OF ASSIGNMENT: **STAFF DEVELOPMENT DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-43-2004; OSEC-DECSB-ADOF2-44-2004**

SALARY GRADE: 11
QUALIFICATION STANDARDS:

Bachelor;s degree relevant to the job; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF ADMINISTRATIVE OFFICER**

(Human Resource Management Officer V)
PLACE OF ASSIGNMENT: **PERSONNEL DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-CADOF-106-2004** SALARY GRADE: 24

QUALIFICATION STANDARDS:

Masteral Degree; 4 year/s in position/s involving management and supervision; 24 hours of training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Human Resource Management Officer III)**

PLACE OF ASSIGNMENT: **PERSONNEL DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-52-2004** SALARY GRADE: 18

QUALIFICATION STANDARDS:

Bachelor;s degree; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)**

PLACE OF ASSIGNMENT: **PERSONNEL DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-78-2004** SALARY GRADE: 11

QUALIFICATION STANDARDS:

Bachelor;s degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Human Resource Management Officer III)**
PLACE OF ASSIGNMENT: **EMPLOYEES WELFARE & BENEFITS DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-54-2004; OSEC-DECSB-ADOF5-56-2004**
SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor;s degree; 2 years of relevant experience; 8 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT I (Secretary I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, PROCUREMENT SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-32-2004** SALARY GRADE: 7
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF ADMINISTRATIVE OFFICER (Administrative Officer V)**
PLACE OF ASSIGNMENT: **BIDS & AWARDS COMMITTEE SECRETARIAT, PROCUREMENT SERVICE**
ITEM NUMBERS: **OSEC-DECSB-CADOF-108-2004** SALARY GRADE: 24
QUALIFICATION STANDARDS:
Masteral Degree; 4 year/s in position/s involving management and supervision; 24 hours of training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Administrative Officer I)**
PLACE OF ASSIGNMENT: **TECHNICAL SUPPORT DIVISION, PROCUREMENT SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-56-2004** SALARY GRADE: 11
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Administrative Assistant)**
PLACE OF ASSIGNMENT: **TECHNICAL SUPPORT DIVISION, PROCUREMENT SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-100-2004; OSEC-DECSB-ADAS2-101-2004**
SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EXECUTIVE ASSISTANT III**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, PLANNING SERVICE**
ITEM NUMBERS: **OSEC-DECSB-EXA3-6-1998** SALARY GRADE: 20
QUALIFICATION STANDARDS:
Bachelor's degree; 2 years of experience; 8 hours of training; CS Prof., Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT V (Private Secretary I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, PLANNING SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-38-2004**
SALARY GRADE: 11
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; None required

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, PLANNING SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADA1-86-2004** SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-46-1998** SALARY GRADE: 19
QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-3-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)**

PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-39-2004** SALARY GRADE: 11
QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.); Data Encoder (MC 11, s. 96 – Cat I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER V**

PLACE OF ASSIGNMENT: **PDED-OPS**
ITEM NUMBERS: **OSEC-DECSB-PDO5-1-1998** SALARY GRADE: 24
QUALIFICATION STANDARDS:

Masteral Degree; 4 year/s in position/s involving management and supervision; 24 hours of training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **PDED - OPS**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-20-1998** SALARY GRADE: 22
QUALIFICATION STANDARDS:

Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **PDED-OPS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-50-1998; OSEC-DECSB-SREPS-56-1998**
SALARY GRADE: 19
QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **PDED-OPS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-15-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER II**

PLACE OF ASSIGNMENT: **PDED-OPS**
ITEM NUMBERS: **OSEC-DECSB-PDO2-2-1998** SALARY GRADE: 15
QUALIFICATION STANDARDS:

Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ENGINEER IV**

PLACE OF ASSIGNMENT: **PFSED - OPS**

ITEM NUMBERS: **OSEC-DECSB-ENG4-24-2003** SALARY GRADE: 22
QUALIFICATION STANDARDS:
Bachelor's degree in Engineering relevant to the job; 3 years of relevant experience; 16 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ARCHITECT II**
PLACE OF ASSIGNMENT: **PFSED - OPS**
ITEM NUMBERS: **OSEC-DECSB-ARC2-21-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Architecture; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)** SALARY GRADE: 4
PLACE OF ASSIGNMENT: **PFSED-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-63-2004**
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **RSD - OPS**
ITEM NUMBERS: **OSEC-DECSB-CEPS-13-1998** SALARY GRADE: 24
QUALIFICATION STANDARDS
Master's degree in Education or other relevant Master's degree; 4 years relevant experience involving management and supervision; 24 hours of training in management and supervision; ; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **RSD - OPS**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-22-1998** SALARY GRADE: 22
QUALIFICATION STANDARDS
Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-54-1998; OSEC-DECSB-SREPS-55-1998**
SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-21-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **STATISTICIAN II**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-STAT2-3-1998** SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; CS Prof. Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-42-2004** SALARY GRADE: 11
QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.); Data Encoder (MC 11, s. 96 – Cat I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ASSISTANT STATISTICIAN**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-ASTAT-1-1998; OSEC-DECSB-ASTAT-2-1998**
SALARY GRADE: 9

QUALIFICATION STANDARDS:
Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Artist Illustrator II)**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-104-2004** SALARY GRADE: 8

QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training; CS Sub-Prof.; Draftsman or Illustrator; (MC 11, s. 96 – Cat. I) First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE VI (Clerk III)**
PLACE OF ASSIGNMENT: **RSD - OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA6-32-2004** SALARY GRADE: 6

QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **RSD - OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-64-2004; OSEC-DECSB-ADA4-65-2004; OSEC-DECSB-ADA4-66-2004**

SALARY GRADE: 4

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **STATISTICIAN AIDE**
PLACE OF ASSIGNMENT: **RSD - OPS**
ITEM NUMBERS: **OSEC-DECSB-STATA-1-1998** SALARY GRADE: 4

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **DBMU - OPS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-23-1998** SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Data Entry Machine Operator II)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-107-2004** SALARY GRADE: 8

QUALIFICATION STANDARDS:

Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Prof.) Data Encoder (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Information Officer I)**
PLACE OF ASSIGNMENT: **EID, TS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-70-2004** SALARY GRADE: 11

QUALIFICATION STANDARDS:

Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROOFREADER II** SALARY GRADE: 6
PLACE OF ASSIGNMENT: **EID, TS**
ITEM NUMBERS: **OSEC-DECSB-PROOF2-1-1998**

QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.); Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Printing Foreman)**
PLACE OF ASSIGNMENT: **MPPD, TS**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-57-2004** SALARY GRADE: 9

QUALIFICATION STANDARDS:
High School Graduate; 1 year of relevant experience; 4 hours of relevant training; Printing Machine Operator (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROOFREADER I** SALARY GRADE: 4
PLACE OF ASSIGNMENT: **MPPD, TS**
ITEM NUMBERS: **OSEC-DECSB-PROOF1-1-1998**

QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE II (Bookbinder I)**
PLACE OF ASSIGNMENT: **MPPD, TS**
ITEM NUMBERS: **OSEC-DECSB-ADA2-28-2004** SALARY GRADE: 2

QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; None required; (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Crafts and Trades Helper)**
PLACE OF ASSIGNMENT: **MPPD, TS**
ITEM NUMBERS: **OSEC-DECSB-ADA1-87-2004; OSEC-DECSB-ADA1-88-2004**

SALARY GRADE: 1
QUALIFICATION STANDARDS:
High School graduate; None required; None required; Printing Machine Operator (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER II (Information Officer I)**
PLACE OF ASSIGNMENT: **EAVD, TS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-74-2004** SALARY GRADE: 11

QUALIFICATION STANDARDS:
Bachelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **NEAP**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-4-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS:
Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV (Administrative Officer II)**
PLACE OF ASSIGNMENT: **NEAP**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-66-2004** SALARY GRADE: 15

QUALIFICATION STANDARDS:
Bachelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT II (Audio-Visual Aids Technician II)**
PLACE OF ASSIGNMENT: **NEAP**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-115-2004** SALARY GRADE: 8

QUALIFICATION STANDARDS:

High School Graduate or Completion of relevant vocational/ trade course; 1 year of relevant experience; 4 hours of relevant training; Equipment Technician (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: ADMINISTRATIVE AIDE IV (Clerk II) SALARY GRADE: 4
PLACE OF ASSIGNMENT: OFFICE OF THE DIRECTOR, BEE
ITEM NUMBERS: OSEC-DECSB-ADA4-75-2004

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: SENIOR EDUCATION PROGRAM SPECIALIST
PLACE OF ASSIGNMENT: BEE - CDD
ITEM NUMBERS: OSEC-DECSB-SREPS-59-1998; OSEC-DECSB-SREPS-60-1998
OSEC-DECSB-SREPS-62-1998; OSEC-DECSB-SREPS-64-1998
OSEC-DECSB-SREPS-65-1998

SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: EDUCATION PROGRAM SPECIALIST II
PLACE OF ASSIGNMENT: BEE - CDD
ITEM NUMBERS: OSEC-DECSB-EPS2-25-1998; OSEC-DECSB-EPS2-45-1998

SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: ADMINISTRATIVE AIDE IV (Clerk II) SALARY GRADE: 4
PLACE OF ASSIGNMENT: BEE - CDD
ITEM NUMBERS: OSEC-DECSB-ADA4-79-2004

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: CHIEF EDUCATION PROGRAM SPECIALIST
PLACE OF ASSIGNMENT: BEE - SDD
ITEM NUMBERS: OSEC-DECSB-CEPS-15-1998 SALARY GRADE: 24

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 4 years relevant experience involving management and supervision; 24 hours of training in management and supervision;; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: SENIOR EDUCATION PROGRAM SPECIALIST
PLACE OF ASSIGNMENT: BEE - SDD
ITEM NUMBERS: OSEC-DECSB-SREPS-68-1998 SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: EDUCATION PROGRAM SPECIALIST II
PLACE OF ASSIGNMENT: BEE - SDD
ITEM NUMBERS: OSEC-DECSB-EPS2-48-1998 SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: SENIOR EDUCATION PROGRAM SPECIALIST
PLACE OF ASSIGNMENT: BEE - SPED
ITEM NUMBERS: OSEC-DECSB-SREPS-71-1998 SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: EDUCATION PROGRAM SPECIALIST II
PLACE OF ASSIGNMENT: BEE - SPED
ITEM NUMBERS: OSEC-DECSB-EPS2-56-1998; OSEC-DECSB-EPS2-58-1998
OSEC-DECSB-EPS2-60-1998
SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: EDUCATION PROGRAM SPECIALIST I
PLACE OF ASSIGNMENT: BEE - SPED
ITEM NUMBERS: OSEC-DECSB-EPS1-4-1998 SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent; None required; None required; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: PROOFREADER II SALARY GRADE: 6
PLACE OF ASSIGNMENT: BEE - PPHB
ITEM NUMBERS: OSEC-DECSB-PROOF2-6-1998
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; CS (Sub-Prof.); Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: ADMINISTRATIVE OFFICER II (Administrative Officer I)
PLACE OF ASSIGNMENT: OFFICE OF THE DIRECTOR - BSE
ITEM NUMBERS: OSEC-DECSB-ADOF2-58-2004 SALARY GRADE: 11
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: ADMINISTRATIVE ASSISTANT II (Artist Illustrator II)
PLACE OF ASSIGNMENT: OFFICE OF THE DIRECTOR - BSE
ITEM NUMBERS: OSEC-DECSB-ADAS2-122-2004 SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School Graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; Draftsman or Illustrator; (MC 11, s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: SENIOR EDUCATION PROGRAM SPECIALIST
PLACE OF ASSIGNMENT: BSE – CDD
ITEM NUMBERS: OSEC-DECSB-SREPS-81-1998 SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: EDUCATION PROGRAM SPECIALIST II
PLACE OF ASSIGNMENT: BSE - CDD
ITEM NUMBERS: OSEC-DECSB-EPS2-68-1998; OSEC-DECSB-EPS2-71-1998
OSEC-DECSB-EPS2-72-1998; OSEC-DECSB-EPS2-73-1998
OSEC-DECSB-EPS2-76-1998

SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)** SALARY GRADE: 4

PLACE OF ASSIGNMENT: **BSE - SDD**
ITEM NUMBERS: **OSEC-DECSB-ADA4-86-2004**

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **BSE - PEPED**
ITEM NUMBERS: **OSEC-DECSB-EPS2-84-1998** SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **BSE - SDD**
ITEM NUMBERS: **OSEC-DECSB-CEPS-18-1998** SALARY GRADE: 24

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 4 years relevant experience involving management and supervision; 24 hours of training in management and supervision; ; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **BSE - SDD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-84-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **BSE - CDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-90-1998; OSEC-DECSB-EPS2-91-1998**

SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **BSE - PEPED**
ITEM NUMBERS: **OSEC-DECSB-SREPS-88-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **BPES - CDD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-5-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BPSS - PFSSD**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-7-1998** SALARY GRADE: 22
QUALIFICATION STANDARDS
Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BPSS - PFSSDD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-8-1998** SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **BPSS - PFSSDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-106-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BALS - OFFICE OF THE DIRECTOR**
ITEM NUMBERS: **OSEC-DECSB-SREPS-9-1998** SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Secretary II)**
PLACE OF ASSIGNMENT: **BALS - OFFICE OF THE DIRECTOR**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-54-2004** SALARY GRADE: 9
QUALIFICATION STANDARDS:
Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)**
PLACE OF ASSIGNMENT: **BALS - OFFICE OF THE DIRECTOR**
ITEM NUMBERS: **OSEC-DECSB-ADA4-91-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; None required (MC 11, s. 96 Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE III (Clerk I)**
PLACE OF ASSIGNMENT: **BALS - CED**
ITEM NUMBERS: **OSEC-DECSB-ADA3-72-2004** SALARY GRADE: 3
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)** SALARY GRADE: 4
PLACE OF ASSIGNMENT: **BALS - SDD**
ITEM NUMBERS: **OSEC-DECSB-ADA4-94-2004**
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **BALS - LRDD**

ITEM NUMBERS: **OSEC-DECSB-SVEPS-11-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **BALS - LRDD**

ITEM NUMBERS: **OSEC-DECSB-EPS2-134-1998; OSEC-DECSB-EPS2-139-1998**

SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)** SALARY GRADE: 4

PLACE OF ASSIGNMENT: **HNC - OD**

ITEM NUMBERS: **OSEC-DECSB-ADA4-96-2004**

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **SUPERVISING HEALTH PROGRAM OFFICER**

PLACE OF ASSIGNMENT: **HNC - SHD**

ITEM NUMBERS: **OSEC-DECSB-SVHPO-1-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS:

Bachelor's degree; 3 years of relevant experience; 16 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **HEALTH EDUCATION AND PROMOTION OFFICER II**

PLACE OF ASSIGNMENT: **HNC - SHD**

ITEM NUMBERS: **OSEC-DECSB-HEPO2-1-1998** SALARY GRADE: 14

QUALIFICATION STANDARDS:

Bachelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **CHIEF EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **HNC - SND**

ITEM NUMBERS: **OSEC-DECSB-CEPS-8-1998** SALARY GRADE: 24

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 4 years relevant experience involving management and supervision; 24 hours of training in management and supervision; ; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **HNC - SND**

ITEM NUMBERS: **OSEC-DECSB-SVEPS-12-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **HNC - SND**

ITEM NUMBERS: **OSEC-DECSB-SREPS-18-1998** SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION

POSITION: **DIRECTOR II**

PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-DIR2-2-1998** SALARY GRADE: 26
QUALIFICATION STANDARDS:
Bachelor's degree; 3 years of supervisory experience; None required; Career Service Executive Eligibility (CSEE); Career Executive Service (CES)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE II (Messenger)**
SALARY GRADE: 4
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADA2-39-2004**
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADA1-99-2004** SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER III**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADOF3-32-2004** SALARY GRADE: 14
QUALIFICATION STANDARDS:

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **NETRC - TAD**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-13-1998** SALARY GRADE: 22
QUALIFICATION STANDARDS
Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **NETRC - TAD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-21-1998; OSEC-DECSB-SREPS-24-1998**
OSEC-DECSB-SREPS-26-1998
SALARY GRADE: 19
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **NETRC - TAD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-145-1998; OSEC-DECSB-EPS2-150-1998**
OSEC-DECSB-EPS2-151-1998
SALARY GRADE: 16
QUALIFICATION STANDARDS:
Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION RESEARCH ASSISTANT II**
PLACE OF ASSIGNMENT: **NETRC - TAD**
ITEM NUMBERS: **OSEC-DECSB-EDRA2-5-1998** SALARY GRADE: 10
QUALIFICATION STANDARDS:
Completion of relevant two years college studies; 2 years of relevant experience; 8 hours of relevant training; CS Subprof.; Appropriate Eligibility for First Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **NETRC - TDD**
ITEM NUMBERS: **OSEC-DECSB-CEPS-10-1998** SALARY GRADE: 24

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 4 years relevant experience involving management and supervision; 24 hours of training in management and supervision; ; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **NETRC - TDD**

ITEM NUMBERS: **OSEC-DECSB-SVEPS-15-1998** SALARY GRADE: 22

QUALIFICATION STANDARDS

Master's degree in Education or other relevant Master's degree; 3 years experience in education research, development, implementation or other relevant experience; 16 hours of relevant training; PBET; Teacher; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **NETRC - TDD**

ITEM NUMBERS: **OSEC-DECSB-SREPS-29-1998; OSEC-DECSB-SREPS-31-1998
OSEC-DECSB-SREPS-32-1998**

SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher;; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION RESEARCH ASSISTANT II**

PLACE OF ASSIGNMENT: **NETRC - TDD**

ITEM NUMBERS: **OSEC-DECSB-EDRA2-7-1998** SALARY GRADE: 10

QUALIFICATION STANDARDS:

Completion of relevant two years college studies; 2 years of relevant experience; 8 hours of relevant training; CS Subprof.; Appropriate Eligibility for First Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION RESEARCH ASSISTANT II**

PLACE OF ASSIGNMENT: **NETRC - TDD**

ITEM NUMBERS: **OSEC-DECSB-EDRA2-10-1998** SALARY GRADE: 10

QUALIFICATION STANDARDS:

Completion of relevant two years college studies; 2 years of relevant experience; 8 hours of relevant training; CS Subprof.; Appropriate Eligibility for First Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**

PLACE OF ASSIGNMENT: **NETRC - RD**

ITEM NUMBERS: **OSEC-DECSB-SREPS-36-1998; OSEC-DECSB-SREPS-37-1998
OSEC-DECSB-SREPS-38-1998**

SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**

PLACE OF ASSIGNMENT: **NETRC - RD**

ITEM NUMBERS: **OSEC-DECSB-EPS2-172-1998; OSEC-DECSB-EPS2-173-1998; OSEC-DECSB-EPS2-173-1998**

OSEC-DECSB-EPS2-179-1998; OSEC-DECSB-EPS2-185-1998

SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation and other relevant experience; 4 hours of relevant training; PBET; Teacher; CS Prof.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)**

PLACE OF ASSIGNMENT: **NETRC - RD**

ITEM NUMBERS: **OSEC-DECSB-ADA4-101-2004** SALARY GRADE: 4

QUALIFICATION STANDARDS:

Bachelor's degree relevant to the job; None required; None required; CS (Sub-Prof.); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - EDPITAF**
ITEM NUMBERS: **OSEC-DECSB-SREPS-39-1998; OSEC-DECSB-SREPS-40-1998**
SALARY GRADE: 19

QUALIFICATION STANDARDS:

Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in education research, development, implementation or other relevant experience; 8 hours of relevant training; PBET; Teacher; CS (Prof.); Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER V**
PLACE OF ASSIGNMENT: **EDPITAF - TSD**
ITEM NUMBERS: **OSEC-DECSB-PDO5-2-1998** SALARY GRADE: 24

QUALIFICATION STANDARDS:

Masteral Degree; 4 year/s in position/s involving management and supervision; 24 hours training in management and supervision; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ENGINEER II**
PLACE OF ASSIGNMENT: **EDPITAF - TSD**
ITEM NUMBERS: **OSEC-DECSB-ENG2-5-1998** SALARY GRADE: 16

QUALIFICATION STANDARDS:

Bachelor's degree in Engineering relevant to the job; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV (Accountant II)**
PLACE OF ASSIGNMENT: **EDPITAF - TSD**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-68-2004**

SALARY GRADE: 15

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Clerk II)** SALARY GRADE: 4
PLACE OF ASSIGNMENT: **EDPITAF - TSD**
ITEM NUMBERS: **OSEC-DECSB-ADA4-103-2004**

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Sub-Prof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER IV (Accountant III)**
PLACE OF ASSIGNMENT: **EDPITAF - AFSD**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-69-2004** SALARY GRADE: 15

QUALIFICATION STANDARDS:

Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER III (Records Officer II)**
PLACE OF ASSIGNMENT: **EDPITAF - AFSD**
ITEM NUMBERS: **OSEC-DECSB-ADOF3-33-2004** SALARY GRADE: 14

QUALIFICATION STANDARDS:

Bachelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE VI (Accounting Clerk II)**
PLACE OF ASSIGNMENT: **EDPITAF - AFSD**
ITEM NUMBERS: **OSEC-DECSB-ADA6-48-2004** SALARY GRADE: 6

QUALIFICATION STANDARDS:

Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Cash Clerk I)**

PLACE OF ASSIGNMENT: **EDPITAF - AFSD**
ITEM NUMBERS: **OSEC-DECSB-ADA4-104-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof.; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE III (Driver I)**
PLACE OF ASSIGNMENT: **EDPITAF - AFSD**
ITEM NUMBERS: **OSEC-DECSB-ADA3-82-2004** SALARY GRADE: 3
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 96 – Cat. II)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **DIRECTOR III**
PLACE OF ASSIGNMENT: **NSTIC**
ITEM NUMBERS: **OSEC-DECSB-DIR3-11-1998** SALARY GRADE: 27
QUALIFICATION STANDARDS:
Bachelor's degree; 3 years of supervisory experience; None required; Career Service Executive Eligibility (CSEE); Career Executive Service (CES)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SCIENCE RESEARCH TECHNICIAN IV**
PLACE OF ASSIGNMENT: **NSTIC**
ITEM NUMBERS: **OSEC-DECSB-SRT4-3-1998** SALARY GRADE: 16
QUALIFICATION STANDARDS:
Completion of two years studies in college; 4 years of relevant experience; 24 hours of relevant training; CS Subprof. First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT I (Secretary I)**
PLACE OF ASSIGNMENT: **NSTIC**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-51-2004** SALARY GRADE: 7
QUALIFICATION STANDARDS:
Completion of two years studies in college; None required; None required; CS Subprof. First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE OFFICER V (Administrative Officer III)**
PLACE OF ASSIGNMENT: **National Council for Children's Television (NCCT)**
ITEM NO.: **NCCT-DECSB-ADO3-1-2003**
SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelor's degree; 2 years of relevant experience; 8 hours of relevant training; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ACCOUNTANT II**
PLACE OF ASSIGNMENT: **National Council for Children's Television (NCCT)**
ITEM NO.: **NCCT-DECSB-A2-1-2003**
SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree in Commerce/Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER II**
PLACE OF ASSIGNMENT: **National Council for Children's Television (NCCT)**
ITEM NO.: **NCCT-DECSB-PDO2-1-2003**
SALARY GRADE: 15
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; CS Professional; Second Level Eligibility