

DEPARTMENT OF EDUCATION:

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: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-8-1998** 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: **PROJECT DEVELOPMENT OFFICER III**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBER: **OCES-DECSB-PDO3-6-1998** 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: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-112-1998**
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: **CREATIVE ARTS SPECIALIST I**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-CASL1-1-1998**
SALARY GRADE: 11
QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; None required; None required; CS Professional (Second Level Eligibility)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Computer Operator II)**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-4-2004**
SALARY GRADE: 9
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 Subprofessional; Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT I (Computer Operator I)**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-28-2004**
SALARY GRADE: 7
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School graduate with relevant vocational/trade course; None required; None required; CS Subprofessional; Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility

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-LIB2-2-1998**
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-DECSB-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: **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: **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: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
 PLACE OF ASSIGNMENT: **PPD-OPS**
 ITEM NUMBERS: **OSEC-DECSB-SVEPS-17-1998** 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: **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: **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: **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: **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**
PLACE OF ASSIGNMENT: **EID, TS** SALARY GRADE: 6

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-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 - POPED**
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 - POPED**
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: **BPES - 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: **BPES - 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: **BPES - 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 DRIECTOR**
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 DRIECTOR**
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: **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; 1year 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: 24
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 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: **HNC - SND**
ITEM NUMBERS: **OSEC-DECSB-SREPS-19-1998** 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**
PLACE OF ASSIGNMENT: **HNC - SND**
ITEM NUMBERS: **OSEC-DECSB-EPS2-141-1998** 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: **MEDICAL OFFICER IV**
PLACE OF ASSIGNMENT: **HNC - SHD**
ITEM NUMBERS: **OSEC-DECSB-MDOF4-2-1998** SALARY GRADE: 20
QUALIFICATION STANDARDS
Doctor of Medicine; 1 year of relevant experience; 4 hours of relevant training; RA 1080

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE II (Messenger)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADA2-39-2004** 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 I (Utility Worker I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADA1-99-2004; OSEC-DECSB-ADA1-97-2004** 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 (Records Officer II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - NETRC**
ITEM NUMBERS: **OSEC-DECSB-ADOF3-32-2004** 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: **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: **INFORMATION SYSTEMS ANALYST III** SG : 19
PLACE OF ASSIGNMENT: **NETRC - TDD**
ITEM NUMBERS: **OSEC-DECSB-INFOSA3-2-2001**

QUALIFICATION STANDARDS:

Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service (Professional); Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **NETRC - TDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-165-1998**

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 - TDD**
ITEM NUMBERS: **OSEC-DECSB-EDRA2-7-1998; 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: **ADMINISTRATIVE AIDE III (Clerk I)**
PLACE OF ASSIGNMENT: **NETRC - TDD**
ITEM NUMBERS: **OSEC-DECSB-ADA3-78-2004**

SALARY GRADE: 3
QUALIFICATION STANDARDS:
Completion of relevant two years college studies; None required; None required; 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-EPS2-176-1998; OSEC-DECSB-
EPS2-178-1998;
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 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 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: **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 AIDE VI (Printing Machine Operator II)**
PLACE OF ASSIGNMENT: **TECHNICAL SERVICE - MPPD**
ITEM NUMBERS: **OSEC-DECSB-PMAC02-5-1998 (OSEC-DECSB-ADA6-38-2004)**
SALARY GRADE: 6

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

DEPARTMENT OF EDUCATION:

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **DEPARTMENT LEGISLATIVE LIAISON SPECIALIST**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-DDLS1-1998; OSEC-DECSB-DLLS-2-1998; OSEC-DECSB-DLLS-3-1998;**
OSEC-DECSB-DLLS-4-1998

SALARY GRADE: 22

QUALIFICATION STANDARDS:
Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EXECUTIVE ASSISTANT IV**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-EXA4-3-1998** SALARY GRADE: 22

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

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EXECUTIVE ASSISTANT III**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-EXA3-1-1998; OSEC-DECSB-EXA3-2-1998** SALARY GRADE:
20
QUALIFICATION STANDARDS:
Bachelor's degree; 2years 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-PDO3-11-1998** 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: **PROJECT DEVELOPMENT OFFICER II**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-PDO2-6-1998; OSEC-DECSB-PDO2-14-1998** 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: **SENIOR ADMINISTRATIVE ASSISTANT III (PRIVATE SECRETARY II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-SADAS3-30-2004; OSEC-DECSB-SADAS3-31-2004**
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 ASSISTANT V (Private Secretary I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-2-2004** 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 IV (Clerk II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SECRETARY**
ITEM NUMBERS: **OSEC-DECSB-ADA4-16-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Elementary School Graduate; None required; None required; CS SubProfessional; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT I (Computer Operator I)**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-28-2004** SALARY GRADE: 7
QUALIFICATION STANDARDS:
Completion of two years studies in college or High School graduate with relevant vocational/trade course; None required; None required; CS SubProfessional; First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Computer Operator II)**
PLACE OF ASSIGNMENT: **IMCS**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-4-2004** SALARY GRADE: 9
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 SubProfessional; Data Encoder; MC 11, s. 96 – Cat. 1); First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF ADMINISTRATIVE OFFICER (Administrative Officer V)**
PLACE OF ASSIGNMENT: **GSD, AS**
ITEM NUMBERS: **OSEC-DECSB-CADOF-99-2004** SALARY GRADE: 24
QUALIFICATION STANDARDS:
Masteral Degree; 4 year/s in positions involving management and supervision; 16 hours of relevant training; CS Professional; Second 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 Professional

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
 POSITION: **ADMINISTRATIVE ASSISTANT V (Mechanical Shop Foreman)**
 PLACE OF ASSIGNMENT: **GSD-AS**
 ITEM NUMBERS: **OSEC-DECSB-ADAS5-3-2004** SALARY GRADE: 11
 QUALIFICATION STANDARDS:
 High School graduate or completion of relevant vocational/trade course; 2 years of relevant experience; 8 hours of relevant training; Mechanic (MC 11, s. 96 – Cat. I)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
 POSITION: **ADMINISTRATIVE AIDE II (Driver I)**
 PLACE OF ASSIGNMENT: **GSD-AS**
 ITEM NUMBERS: **OSEC-DECSB-ADA3-36-2004; OSEC-DECSB-ADA3-39-2004; OSEC-DECSB-ADA3-45-2004; OSEC-DECSB-ADA3-52-2004**
 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: **ADMINISTRATIVE AIDE II (Cook I)**
 PLACE OF ASSIGNMENT: **GSD-AS**
 ITEM NUMBERS: **OSEC-DECSB-ADA3-84-2004** 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: **ADMINISTRATIVE AIDE I (Utility Worker I)**
 PLACE OF ASSIGNMENT: **GSD, AS**
 ITEM NUMBERS: **OSEC-DECSB-ADA1-30-2004; OSEC-DECSB-ADA1-38-2004; OSEC-DESCB-ADA1-49-2004**
 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 ASSISTANT II (Data Entry Machine Operator II)**
 PLACE OF ASSIGNMENT: **PROPERTY DIVISION**
 ITEM NUMBERS: **OSEC-DECSB-ADAS2-8-2004** SALARY GRADE: 8
 QUALIFICATION STANDARDS:
 Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Subprofessional; 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: **PROPERTY DIVISION, AS**
 ITEM NUMBERS: **OSEC-DECSB-ADA1-50-2004** 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 V (Cashier III)**
 PLACE OF ASSIGNMENT: **CASH DIVISION, AS**
 ITEM NUMBERS: **OSEC-DECSB-ADOF5-28-2004** 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 AIDE IV (Electrician I)**
 PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
 ITEM NUMBERS: **OSEC-DECSB-ADA4-40-2004** SALARY GRADE: 4
 QUALIFICATION STANDARDS:
 High School graduate or completion of relevant vocational/trade course; None required; None required; Electrician (Building Wiring); (-250 volts); MC 11, s. 96 Cat. – 1

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
 POSITION: **ADMINISTRATIVE AIDE III (Driver I)**
 PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
 ITEM NUMBERS: **OSEC-DECSB-ADA3-59-2004** SALARY GRADE: 3
 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 II (Construction & Maintenance Man)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADA2-44-2004** 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 (Utility Worker I)**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
ITEM NUMBERS: **OSEC-DECSB-ADA1-55-2004; OSEC-DECSB-ADA1-68-2004;
OSEC-DECSB-ADA1-76-2004**

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 I (Utility Worker I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF (FMS)**
ITEM NUMBERS: **OSEC-DECSB-ADA1-84-2004**
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 V (Budget Officer III)**
PLACE OF ASSIGNMENT: **BUDGET DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-33-2004** 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 (Budget Officer II)**
PLACE OF ASSIGNMENT: **BUDGET DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADOF4-28-2004** 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; OSEC-DECSB-ADOF5-35-2004
OSEC-DECSB-ADOF5-45-2004; OSEC-DECSB-ADOF-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: **ACCOUNTANT III**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-A3-6-2005; OSEC-DECSB-A3-1-2005; 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 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; OSEC-DECSB-A2-8-2005; OSEC-DECSB-A2-9-2005
OSEC-DECSB-A2-10-2005; OSEC-DECSB-A2-14-2005; OSEC-DECSB-A2-18-**

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-ADAS3-25-2004; OSEC-DECSB-ADAS3-29-2004;
OSEC-DECSB-ADAS3-31-2004**

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-ADAS2-28-2004; OSEC-DECSB-ADAS2-29-2004**

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 (Bookkeeper)**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-39-2004; OSEC-DECSB-ADAS2-43-2004
OSEC-DECSB-ADAS2-45-2004**

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 (Data Entry Machine Operator II)**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-56-2004; OSEC-DECSB-ADAS2-60-2004**

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 (Accounting Clerk I)**
PLACE OF ASSIGNMENT: **ACCOUNTING DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-53-2004**
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-INFOSA3-2-1998** 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: **INFORMATION TECHNOLOGY OFFICER III**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION**
ITEM NUMBERS: **OSEC-DECSB-ITO3-2-1998**SALARY GRADE: 24
QUALIFICATION STANDARDS:
Masteral Degree; 4 years in positions involving management and supervision; 24 hours of training in management and
supervision; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR ADMINISTRATIVE ASSISTANT III (Data Entry Machine Operator IV)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-SADAS1-31-2004; OSEC-DECSB-SADAS1-33-2004**
SALARY GRADE: 13
QUALIFICATION STANDARDS:
Bachelors 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: **SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-SADAS1-38-2004** 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 V (Data Entry Machine Operator III)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-13-2004**
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-ADAS2-68-2004; OSEC-DECSB-ADAS2-70-2004**
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 ASSISTANT V (Data Controller III)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-24-2004; OSEC-DECSB-ADAS5-31-2004**
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 ASSISTANT II (Data Controller II)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-85-004**
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 VI (Data Controller I)**
PLACE OF ASSIGNMENT: **PAYROLL SERVICES DIVISION, FMS**
ITEM NUMBERS: **OSEC-DECSB-ADA6-30-2004**
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 ASSISTANT V (Private Secretary I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE SERVICE CHIEF, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADAS5-35-2004**
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 OFFICER V (Human Resource Management Officer III)**
PLACE OF ASSIGNMENT: **STAFF DEVELOPMENT DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF5-50-2004** SALARY GRADE: 18
QUALIFICATION STANDARDS:
Bachelors 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: **STAFF DEVELOPMENT DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-41-2004**
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: **ADMINISTRATIVE ASSISTANT II (Artist Illustrator II)**
PLACE OF ASSIGNMENT: **STAFF DEVELOPMENT DIVISION, HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-92-2004**
SALARY GRADE: 8
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: **EWBD-HRDS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-58-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor;s degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER III**
PLACE OF ASSIGNMENT: **PROCUREMENT SERVICE**
ITEM NUMBERS: **OSEC-DECSB-PDO3-7-2004**
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: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-44-1998**

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 AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-61-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS (Prof.); Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SENIOR ADMINISTRATIVE ASSISTANT (Data Entry Machine Operator IV)**
PLACE OF ASSIGNMENT: **PPD-OPS**
ITEM NUMBERS: **OSEC-DECSB-SADAS1-42-2004**
SALARY GRADE: 13
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: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **PFSED-OPS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-53-1998**
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 AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **PFSED-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-62-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS (Prof.); Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **RSD-OPS**
ITEM NUMBERS: **OSEC-DECSB-EPS2-19-1998; OSEC-DECSB-EPS2-22-1998**
SALARY GRADE: 19
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: **DBMU-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-107-2004**
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 I (Secretary I)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR – TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-33-2004**
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 II (Information Officer I)**
PLACE OF ASSIGNMENT: **EID – TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADOF2-68-2004**
SALARY GRADE: 11
QUALIFICATION STANDARDS:

Bachelor's degree; None required; None required; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CHIEF ADMINISTRATIVE OFFICER (Information Officer V)**
PLACE OF ASSIGNMENT: **MPPD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-CADOF-111-2004**
SALARY GRADE: 24
QUALIFICATION STANDARDS:
Bachelors' degree; 4 years of relevant experience; 24 hours of relevant training; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE ASSISTANT III (Printing Machine Operator III)**
PLACE OF ASSIGNMENT: **MPPD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADAS3-48-2004**
SALARY GRADE: 11
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: **ADMINISTRATIVE AIDE IV (Printing Machine Operator I)**
PLACE OF ASSIGNMENT: **MPPD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADA4-70-2004; OSEC-DECSB-ADA4-73-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
High School graduate; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SCRIPTWRITER I**
PLACE OF ASSIGNMENT: **EAVD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-SW1-1-1998**
SALARY GRADE: 12
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **CINEMATOGRAPHER**
PLACE OF ASSIGNMENT: **EAVD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-CMG1-2-1998**
SALARY GRADE: 10
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Professional; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Photographer I)**
PLACE OF ASSIGNMENT: **EAVD-TECHNICAL SERVICE**
ITEM NUMBERS: **OSEC-DECSB-ADA5-13-2004**
SALARY GRADE: 5
QUALIFICATION STANDARDS:
High School graduate or completion of relevant/vocational trade course; None required; None required; None required (MC 11, s. 96 – Cat. III)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - BEE**
ITEM NUMBERS: **OSEC-DECSB-ADA4-77-2004**
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: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **CDD- BEE**
ITEM NUMBERS: **OSEC-DECSB-CEPS-14-1998**
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: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BEE - CDD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-61-1998; OSEC-DECSB-SREPS-63-1998**
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**
PLACE OF ASSIGNMENT: **BEE - CDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-26-1998; OSEC-DECSB-EPS2-32-1998**
OSEC-DECSB-EPS2-36-1998; OSEC-DECSB-EPS2-37-1998

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: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BEE - SDD**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-24-1998**
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: **BEE - SDD**
ITEM NUMBERS: **OSEC-DECSB-SREPS-67-1998** 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 AIDE III (Clerk I)**
PLACE OF ASSIGNMENT: **PFSED-OPS**
ITEM NUMBERS: **OSEC-DECSB-ADA3-68-2004**

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: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BEE - SPED**
ITEM NUMBERS: **OSEC-DECSB-SREPS-72-1998** 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: **BEE - SPED**
ITEM NUMBERS: **OSEC-DECSB-SREPS-74-1998** 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: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BSE-CDD**
ITEM NUMBERS: **OSEC-DECSB-CEPS-17-1998**

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: **BSE - SDD**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-3-1998**

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: **BEE - SPED**
ITEM NUMBERS: **OSEC-DECSB-SREPS-76-1998** 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-EPS2-92-1998**
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 (Driver II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - BPESS**
ITEM NUMBERS: **OSEC-DECSB-ADA4-112-2004**
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 II (Messenger)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - BPESS**
ITEM NUMBERS: **OSEC-DECSB-ADA2-34-2004**
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 ASSISTANT II (Data Entry Machine Operator II)**
PLACE OF ASSIGNMENT: **BALS**
ITEM NUMBERS: **OSEC-DECSB-ADAS2-127-2004** SALARY GRADE: 8
QUALIFICATION STANDARDS:
Completion of two years studies in college; 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: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **CED-BALS**
ITEM NUMBERS: **OSEC-DECSB-CEPS-3-1998**
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: **SENIOR EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **BALS**
ITEM NUMBERS: **OSEC-DECSB-SREPS-11-1998** 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: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **SDD - BALS**
ITEM NUMBERS: **OSEC-DECSB-CEPS-4-1998**
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: **CHIEF EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **LRDD - BALS**
ITEM NUMBERS: **OSEC-DECSB-CEPS-7-1998**
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 AIDE IV (Clerk II)**
PLACE OF ASSIGNMENT: **OFFICE OF THE DIRECTOR - HNC**
ITEM NUMBERS: **OSEC-DECSB-ADA4-96-2004** SALARY GRADE: 4
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE VI (Clerk III)**
PLACE OF ASSIGNMENT: **SHD-HNC**
ITEM NUMBERS: **OSEC-DECSB-ADA6-43-2004** SALARY GRADE: 6
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: **SHD - HNC**
ITEM NUMBERS: **OSEC-DECSB-ADA4-98-2004** SALARY GRADE: 6
QUALIFICATION STANDARDS:
Bachelor's degree; None required; None required; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **BEE-SDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-141-1998**
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: **TAD - NETRC**
ITEM NUMBERS: **OSEC-DECSB-SREPS-25-1998** 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: **TAD - NETRC**
ITEM NUMBERS: **OSEC-DECSB-EDRA2-1-1998; OSEC-DECSB-EDRA2-3-1998**
SALARY GRADE: 16
QUALIFICATION STANDARDS:
Completion of two years studies in college; 2 years of relevant experience; 8 hours of relevant training; CS Subprof., Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **TAD - NETRC**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-16-1998**
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: **INFORMATION SYSTEMS ANALYST III**
PLACE OF ASSIGNMENT: **TDD - NETRC**

ITEM NUMBERS: **OSEC-DECSB-INFOSA3-2-2001**
SALARY GRADE: 19
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: **BEE-SDD**
ITEM NUMBERS: **OSEC-DECSB-EPS2-162-1998**
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: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **RD - NETRC**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-18-1998**
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: **RD - NETRC**
ITEM NUMBERS: **OSEC-DECSB-SREPS-35-1998** 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-EPS2-173-1998; OSEC-DECSB-EPS2-181-1998**
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: **NSTIC**
ITEM NUMBERS: **OSEC-DECSB-ADA4-108-2004**
SALARY GRADE: 4
QUALIFICATION STANDARDS:
Elementary School graduate; None required; None required; CS Sbuprof., First Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **ADMINISTRATIVE AIDE I (Utility Worker I)**
PLACE OF ASSIGNMENT: **NSTIC**
ITEM NUMBERS: **OSEC-DECSB-ADA1-102-2004**
SALARY GRADE: 1
QUALIFICATION STANDARDS:
Must be able to read and write; None required; None required; None required (MC 11, s. 96 – Cat. III)

EMERGENCY LABORERS

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **EMERGENCY LABORER**
PLACE OF ASSIGNMENT: **TEACHERS CAMP, BAGUIO CITY**
NO. OF SLOTS: 9

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **EMERGENCY LABORER**
PLACE OF ASSIGNMENT: **DepED - CENTRAL OFFICE – MAIN**
NO. OF SLOTS: 56

SECONDARY EDUCATION DEVELOPMENT AND IMPROVEMENT PROJECT (SEDIP)

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER V**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:1 SALARY GRADE: 24
QUALIFICATION STANDARDS
Bachelor's degree relevant to the job; 4 years of relevant experience; 24 hours of relevant experience; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER IV**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:2 SALARY GRADE: 22
QUALIFICATION STANDARDS
Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant experience; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER III**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:4 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: **PROJECT DEVELOPMENT OFFICER II**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:3 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**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:1 SALARY GRADE: 15
QUALIFICATION STANDARDS
achelor's degree; 1 year of relevant experience; 4 hours of relevant training; CS Prof.; Second Level Eligibility

REGION: CO AGENCY: DEPARTMENT OF EDUCATION
POSITION: **PROJECT DEVELOPMENT OFFICER I**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:2 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 ASSISTANT V (Data Entry Machine Operator III)
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:3 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 (Clerk IV)**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:2 SALARY GRADE: 8
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 AIDE IV (Driver II)**
PLACE OF ASSIGNMENT: **SEDIP**
NO. OF POSITIONS:2 SALARY GRADE: 6
QUALIFICATION STANDARDS
Elementary School Graduate; None required; None required; Driver License (MC 11, s. 96 – Cat. II)

BUREAU OF ELEMENTARY EDUCATION

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **CDD-BEE**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-23-1998**

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.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **CDD-BEE**
ITEM NUMBERS: **OSEC-DECSB-EPS2-25-1998; OSEC-DECSB-EPS2-26-1998;**

OSEC-DECSB-EPS2-27-1998; OSEC-DECSB-EPS2-28-1998;
OSEC-DECSB-EPS2-29-1998; OSEC-DECSB-EPS2-32-1998;
OSEC-DECSB-EPS2-36-1998; OSEC-DECSB-EPS2-37-1998;
OSEC-DECSB-EPS2-43-1998; OSEC-DECSB-EPS2-45-1998;
OSEC-DECSB-EPS2-47-1998

SALARY GRADE: 16

QUALIFICATION STANDARDS

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation or other relevant experience; 4 hours of relevant training; PBET; Teacher; Career Service (Professional), Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **SDD-BEE**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-24-1998**

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.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **SDD-BEE**
ITEM NUMBERS: **OSEC-DECSB-EPS2-48-1998; OSEC-DECSB-EPS2-52-1998;**

SALARY GRADE: 16

QUALIFICATION STANDARDS

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation or other relevant experience; 4 hours of relevant training; PBET; Teacher; Career Service (Professional), Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)**
PLACE OF ASSIGNMENT: **SDD-BEE**
ITEM NUMBERS: **OSEC-DECSB-ADAS1-34-2004**

SALARY GRADE: 7

QUALIFICATION STANDARDS

Completion of two years studies in college or High School graduate with relevant vocational/trade course; None required; None required; CS (Subprofessional); Data Encoder (MC 11 s. 96 – Cat. I); First Level Eligibility

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **SUPERVISING EDUCATION PROGRAM SPECIALIST**
PLACE OF ASSIGNMENT: **SPED-BEE**
ITEM NUMBERS: **OSEC-DECSB-SVEPS-2-1998**

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.; Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **EDUCATION PROGRAM SPECIALIST II**
PLACE OF ASSIGNMENT: **SPED-BEE**
ITEM NUMBERS: **OSEC-DECSB-EPS2-55-1998; OSEC-DECSB-EPS2-56-1998;**
OSEC-DECSB-EPS2-57-1998; OSEC-DECSB-EPS2-58-1998;
OSEC-DECSB-EPS2-60-1998; OSEC-DECSB-EPS2-61-1998

SALARY GRADE: 16

QUALIFICATION STANDARDS

Bachelor's degree in Education or its equivalent; 2 years experience in education research, development, implementation or other relevant experience; 4 hours of relevant training; PBET; Teacher; Career Service (Professional), Appropriate Eligibility for Second Level Position

REGION: CO AGENCY: **DEPARTMENT OF EDUCATION**
POSITION: **PROOFREADER II**
PLACE OF ASSIGNMENT: **PPHB-BEE**
ITEM NUMBERS: **OSEC-DECSB-PROOF2-7-1998**

SALARY GRADE: 6

QUALIFICATION STANDARDS

Completion of two years studies in college; None required; None required; CS (Subprofessional); First Level Eligibility