



POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

October 15, 2009

Closing Date: October 28, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 29, 2009).

Title: ADE APSCN FIELD ANALYST

Position Number: 2208-2704

Grade: C121

Arkansas Public School Computer Network

DUTIES:

Responsible for providing APSCN technical and professional services to 244 school districts, 15 education service cooperatives, 16 charter schools and several other state entities related to using the comprehensive financial management system, the Cognos multi-level data warehouse for analysis and reports, and the Statewide Information System (SIS) during the nine cycles for collecting state required reports. Performs other related responsibilities as assigned.

SPECIAL REQUIREMENTS:

In-state travel is required.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in education, computer science or a related field, or 60 college hours or equivalent technical school education; plus two years of experience within a school setting using a student records software application. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PENDING HIRING FREEZE APPROVAL

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at Arkansased.org](http://Arkansased.org) or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.