

Classification : Staff Information Systems Analyst  
Position Number : 290-487-1312-xxx  
Functional Title : Project Scheduler

*The information that you provide will be used to evaluate your suitability for this position. This form will become part of the application file. False or misleading statements may result in rejection of your application. Statements made on the form and in your application are subject to verification by the appointing authority.*

## 1. Basis of Eligibility

Applicants must identify the basis of eligibility to accept appointment to this position. Choose One:

- Alternative 1:** Currently a Staff Information Systems Analyst.
- Alternative 2:** On an active eligibility list for: Staff Information Systems Analyst.  
*[Applicants must include a copy of the "Official Notice of Examination Results" with their application.]*
- Alternative 3:** Transfer from a class equivalent to a Staff Information Systems Analyst.

Note: Prior to appointment to the Staff Information Systems Analyst position, Alternative 2 and 3 applicants must submit documentation verifying that they meet the classifications: "minimum qualifications".

## 2. Supplemental Qualifications Statement

Describe your experience, training, education, and/or knowledge that apply to this position. Provide evidence relevant to each qualification. Include specific information of how, where, and when. Please answer in a narrative format.

- **Knowledge and experience related to information technology development project management, including work in a Project Management Office.**
- **Knowledge of the Project Management Body of Knowledge (PM-BOK) and the California Project Management Methodology (CA-PMM).**
- **Knowledge and experience related to development and maintenance of project schedules, including understanding of critical path methodology, schedule development/tracking standards, schedule hierarchy, division of responsibility, and approval requirements.**

- **Knowledge of concepts, practices, methods, and principles related to Work Breakdown Structure (WBS), including development of task dependencies.**
- **Knowledge of and experience with Microsoft Project 2010 or similar project management software.**
- **Project Management Professional (PMP), PMI Scheduling Professional (PMI-SP), or related certification.**