

Employment & Training Administration Professional Personnel Technical Skill Sets - b

Note: These are the quals for a Program Specialist with an IT focus. The criteria below are in rank order of importance from the top down.

Requires one year of specialized experience in work directly related to interpreting and applying program requirements and information technology requirements to foreign labor certification programs, and three years experience in work involving the provision of management recommendations for current information technology systems and applications for programs to accommodate future changes.

Demonstrated knowledge of legislative and regulatory requirements of foreign labor certification programs in order to convey the program requirements to IT personnel.

Demonstrated experience with program systems software/hardware projects, including, but not limited to, Windows 2000 Servers running Internet Information Server, Sun Solaris systems, SQL Server Databases, Oracle Databases, Paradox Databases, Cold Fusion, TELEform Document Processing System, RightFAX Server Systems, in order to identify areas or programmatic activities which can be improved through the utilization of technology.

Demonstrated expertise to serve in a technical liaison capacity with the ability to convey program requirements to those working in a technical environment.

Demonstrated experience with the identification of fraud in immigration programs utilizing information technology-based approaches in order to establish database searches in the filings of foreign labor certification applications.

Demonstrated ability to evaluate and assess programs and advise management concerning program accomplishments, efficiency and effectiveness, and make recommendations for current IT systems and application programs to accommodate future needs.

Exceptional ability to work under pressure in order to comply with tight timeframes and/or tight deadlines.