

**UPWARD MOBILITY PROGRAM**  
**Annotated Guide**

**Target Title:** Information Services Intern

**Position Title Code:** 21160

**Salary Grade:** RC 063-15

**Credential or Certificate:** Credential

**Promotional Title:** Usually Information Services Specialist I, could also promote to Information Services Specialist II or Information System Analyst I.

**User Agency:** Agriculture, Environmental Protection Agency, Dept. of Financial Institutions, Dept. of Insurance, Dept. of Labor, Public Aid, Revenue, and Illinois State Police; or any agency that has an approved training program established.

These positions are located in Cook, Randolph, and Sangamon county.

Services in trainee position for a period typically of six to twelve months, but up to a maximum of 24 months where the target position requires additional training and experience. Receives formal instruction and on-the-job training in information technology concepts, including applications services, systems services, client services or other information technology services within an agency; assists in the performance of functions that require the application of specialized, theoretical and technical knowledge in the information technology field.

**Minimum Training and Experience:** Bachelors degree in computer science or a directly related field.

**Grading Guide**

“A” grade = Bachelor’s degree with a minimum of 20 semester hours or 30 quarter hours of coursework in computer science, data processing, information science, management information systems, or computer engineering.

Those candidates with less than above requirements would not be eligible for placement on upward mobility eligible list.

04/02 content revised

6/08 Salary Revised