

# Careers

## HUMAN RESOURCE DEVELOPMENT CENTER STAFFING AND CLASSIFICATION DIVISION

(February, 2012)

### List of Vacant Positions in Compliance with RA7041

<b><u>Vacant Positions</u></b>	<b>Item Numbers</b>	<b>Qualifications</b>
(1) Chief Admin. Officer (SG-24)	RTCB-CADOF-1-2004	MA Degree holder in Public or Business Administration with at least five (5) years supervisory experience and 48 hours training. CS Professional Eligibility.
(1) Engineer III	RTCB-ENG3-1-1998	Bachelor of Science in Civil Engineering. At least four (4) years of experience and 48 hours training with CE Board License.
(1) Admin. Officer III (SG-14)	RTCB-ADOF3-8-2004	Bachelors Degree in Public/Business Admin. With four (4) years of exp. And twenty-four (24) hours of training with CS Professional Eligibility.
(1) Admin. Assistant II (SG-8)	RTCB-ADAS2-22-2004	At least second year college with knowledge in computer operation with one year of experienced and 48 hours of training. CS Sub-professional Eligibility.
(2) Admin. Aide VI (SG-6)	RTCB-ADA6-22-2004 RTCB-ADA6-29-2004	College level, CS Sub-professional with computer operation knowledge.
(1) Security Guard II (SG-5)	RTCB-SECG2-1-1998	College level, CS Sub-professional with Security Guard License.