

**1 DIRECTIVE**

1.01 GNB organizations will provide for the education and training of all salaried IT staff that is appropriate for their current and future responsibilities.

1.02 IT position descriptions will be documented with the respective IT knowledge required and levels of IT experience expected.

**2 PURPOSE**

2.01 The purpose of this Directive is to ensure that IT personnel have the skills and experience needed for their current responsibilities and possible future assignments.

**3 SCOPE**

3.01 This directive applies to all IT management and staff.

**4 RESPONSIBILITY**

4.01 IT managers are responsible:

- (a) To document the IT skills required for each IT staff position reporting to them.
- (b) To identify the IT skills required corresponding to the IT strategic plan.
- (c) To review and approve company-funded training for their IT staff.

4.02 IT staff are responsible:

- (a) To establish an IT training plan to remove IT skill gaps for their current responsibilities.
- (b) To identify the training needed to effectively carry out their current and future responsibilities
- (c) To schedule IT education courses approved by IT management.

**5 DEFINITIONS**

5.01 “**Certification**” in an information technology discipline is a formal process for independent testing to validate that an individual is a qualified expert in knowledge or a set of skills, and to provide documentation that the individual has successfully passed the testing procedure.

**6 RELATED DIRECTIVES**

OCIO IT 1.01 – Strategic Planning

OCIO IT 2.04 – System Setup

OCIO IT 3.02 – Application Development and Implementation

OCIO IT 5.04 – Database Management

OCIO IT 6.01 – Configuration and Systems Management

OCIO IT 6.02 – Access Administration

OCIO IT 6.05 – Operations and Scheduling

OCIO IT 6.06 – Performance and Capacity Management

OCIO IT 6.10 – Problems and Incident Management