

**Personnel Department  
State of Alabama  
Weekly Status Report of Examination Program  
April 16, 2008**

**REGISTERS ESTABLISHED OR UPDATED SINCE April 9, 2008 (Figures in parentheses indicate number of names on registers)**

60340 ABC Enforcement Chief (Promotional) (2)  
90751 Docks Superintendent (Steel Option – 482) (Promotional) (3)  
10527 IT Systems Specialist, Associate (Networking Option – 400) (Continuous) (1 added to list)  
11286 Securities Analyst (Continuous) (1 added to list)  
11464 Unemployment Compensation Supervisor (Benefit Option – 168) (Promotional) (Continuous) (1 added to list)  
11503 Legal Research Assistant (Continuous) (5 added to list)  
11530 Attorney I/II (Continuous) (1 added to list)  
11533 Attorney III (Continuous) (1 added to list)  
20429 Professional Civil Engineer Trainee (Continuous) (2 added to list)  
20842 Forensic Scientist IV (Continuous) (1 added to list)  
21121 Police Communications Officer I (Corrections Option – 032) (Continuous) (3 added to list)  
21121 Police Communications Officer I (Public Safety Option – 220) (Continuous) (22 added to list)  
40229 Home Care Services Nurse (Continuous) (3 added to list)  
40233 Home Care Services Nurse Care Coordinator (Continuous) (2 added to list)  
40234 Home Care Services Nurse Supervisor (Continuous) (3 added to list)  
40679 Epidemiologist Supervisor (Continuous) (1 added to list)  
40681 Public Health Social Worker I (Continuous) (37 added to list)  
50212 Child Development Consultant (Continuous) (4 added to list)  
50221 Senior Social Worker (Continuous) (2 added to list)  
50224 Senior Social Work Supervisor (Promotional) (Continuous) (1 added to list)  
50229 Human Resources Program Manager (Promotional) (Continuous) (15 added to list)  
50248 Social Worker (Continuous) (5 added to list)  
50394 Children’s Rehabilitation Social Worker (Continuous) (29 added to list)  
50433 Medicaid Eligibility Specialist, Senior (Promotional) (Continuous) (3 added to list)  
50453 Medicaid Administrator III (Promotional) (Continuous) (1 added to list)  
60710 Correctional Officer Trainee (Continuous) (110 added to list)  
60901 Probation and Parole Officer (Continuous) (2 added to list)  
60903 Probation and Parole Supervisor (Promotional) (Continuous) (2 added to list)  
70640 Parks Facility Operator (Continuous) (1 added to list)

**REGISTERS TO BE ESTABLISHED**

10422 IT Operations Specialist (Computer Option – 449)  
10526 IT Systems Technician, Senior (Personal Computer Option – 448)  
10605 Accounting Technician  
10612 Staff Accountant (Promotional)  
10705 Revenue Manager I (General Option – 003) (Promotional)  
10705 Revenue Manager I (Income Tax Option – 158) (Promotional)  
10705 Revenue Manager I (Sales Tax Option – 160) (Promotional)  
10721 Tax Valuation Analyst I  
10841 State Personnel Analyst I  
10851 Departmental Personnel Manager I  
10912 Stock Clerk II (Promotional)  
10932 State Audit Inventory Officer (Promotional)  
11102 Statistician  
11211 Bank Examiner I (Credit Union Option – 433)  
11251 Public Utility Analyst I  
11280 Special Agent (Securities Option – 406)  
11451 Unemployment Insurance Field Deputy

## REGISTERS TO BE ESTABLISHED (Continued)

11468 Unemployment Compensation Assistant Administrator  
(Tax Option – 169) (Promotional)  
11681 Fire Fighter/Driver Operator  
20320 Real Property Valuation Analyst  
20345 Real Estate Appraisal Investigator  
20652 Public Health Environmentalist  
20754 Microbiologist Lab Supervisor (Sanitary Bacteriology Option – 134)  
20754 Microbiologist Lab Supervisor (Serology Option – 135)  
20754 Microbiologist Lab Supervisor (Metabolic Option – 234)  
20754 Microbiologist Lab Supervisor (Clinical Chemistry Option – 235)  
20754 Microbiologist Lab Supervisor (Veterinary Diagnostic Option – 251)  
20754 Microbiologist Lab Supervisor (Microbiology Option – 367)  
20754 Microbiologist Lab Supervisor (Respiratory Disease Option – 368)  
20754 Microbiologist Lab Supervisor (Support Services Option – 369)  
20754 Microbiologist Lab Supervisor (Regional Laboratory Option – 386)  
20857 Forensic Sciences Assistant Medical Examiner  
30665 Radio Station Manager  
40434 Public Health Physician Director  
40435 Public Health Physician, Senior (Medical Epidemiology Option – 323)  
50247 Financial Support Worker  
50401 Disability Specialist  
60331 ABC Enforcement Agent  
60347 Investigative Technician I  
60410 Driver License Examiner I  
60714 Correctional Lieutenant  
60801 Youth Services Aide  
70106 Consumer Food Safety Protection Specialist (Meat Inspection Option – 209)  
70440 Forestry Regional/Division Director (Promotional)  
70665 Park Superintendent I (Promotional)  
70801 Conservation Enforcement Officer (General Option – 003)  
70802 Conservation Enforcement Officer Area Sergeant  
(Marine Police Option – 141) (Promotional)

## EXAMINATIONS NOW OPEN (Closing dates in parentheses)

20755 Microbiologist Laboratory Division Manager  
(Sanitary Bacteriology Option – 134) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Serology Option – 135) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Metabolic Option – 234) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Clinical Chemistry Option – 235) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Veterinary Diagnostic Option – 251) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Microbiology Option – 367) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Respiratory Disease Option – 368) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Support Services Option – 369) (4-30-08)  
20755 Microbiologist Laboratory Division Manager  
(Regional Laboratory Option – 386) (4-30-08)  
20770 Public Health Laboratory Assistant Director (5-21-08)  
21042 Building Construction Specialist (5-7-08)  
50235 Human Resources Division Director (General Option – 003) (4-23-08)  
50274 Human Resources County Director IV (Promotional) (until further notice)  
70665 Park Superintendent I (Promotional) (4-30-08)  
70723 Biologist III (Ecology Option – 048) (4-30-08)

## **EXAMINATIONS NOW CLOSED**

11249 Deputy Insurance Commissioner  
21004 Conservation Construction Inspector II  
30453 Curator, Coordinator (General Option – 003)

## **WRITTEN EXAMINATIONS SCHEDULED FOR APRIL 26, 2008**

**(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10198 Administrative Support Assistant III  
10421 IT Operations Technician (Computer Option – 449)  
10527 IT Systems Specialist, Associate (Mainframe/Midrange Option – 399)  
10527 IT Systems Specialist, Associate (Networking Option – 400)  
10527 IT Systems Specialist, Associate (Database Option – 401)  
10527 IT Systems Specialist, Associate (Generalist Option – 402)  
10601 Account Clerk  
10641 Accounts Examiner I  
10701 Revenue Examiner I  
10911 Stock Clerk I  
11251 Public Utilities Analyst I  
11408 Employment Security Representative  
11706 ABC Sales Associate  
11717 ABC Sales Manager I  
20614 Environmental Scientist  
21230 Planning & Economic Development Specialist I/II  
40641 Disease Intervention Specialist  
50223 Service Supervisor  
50246 Social Service Caseworker  
50340 Classification Specialist  
50419 Medicaid Eligibility Specialist  
60161 Emergency Management Planner I  
60347 Investigative Technician I  
60805 Youth Services Child Care Worker  
60901 Probation and Parole Officer

## **WRITTEN EXAMINATIONS SCHEDULED FOR MAY 17, 2008**

**(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10197 Administrative Support Assistant II  
10526 IT Systems Technician, Senior (PC Option – 448)  
10612 Staff Accountant  
10713 Revenue Compliance Officer I  
10912 Stock Clerk II  
11231 Insurance Examiner I  
11461 Unemployment Compensation Technician  
20751 Microbiologist  
40501 Activity Program Aide I  
40761 Health Services Administrator I  
50222 Financial Support Supervisor  
50247 Financial Support Worker  
60410 Driver License Examiner I  
60637 State Capitol Police Officer  
60712 Correctional Sergeant  
60801 Youth Services Aide

## **WRITTEN EXAMINATIONS SCHEDULED FOR JUNE 7, 2008**

**(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10196 Administrative Support Assistant I  
10721 Tax Valuation Analyst I  
10841 State Personnel Analyst I  
10875 Retirement Counselor  
11211 Bank Examiner I (Banking Option – 340)  
11451 Unemployment Insurance Field Deputy  
11681 Fire Fighter/Driver Operator  
11706 ABC Sales Associate  
60203 Trooper  
60710 Correctional Officer Trainee  
70801 Conservation Enforcement Officer (General Option – 003)

## **WRITTEN EXAMINATIONS SCHEDULED FOR JUNE 28, 2008**

**(Subject to changes)**

10121 Clerk  
10197 Administrative Support Assistant II  
10421 IT Operations Technician (Computer Option – 449)  
10527 IT Systems Specialist, Associate (Mainframe/Midrange Option – 399)  
10527 IT Systems Specialist, Associate (Networking Option – 400)  
10527 IT Systems Specialist, Associate (Database Option – 401)  
10527 IT Systems Specialist, Associate (Generalist Option – 402)  
11408 Employment Security Representative  
20652 Public Health Environmentalist  
21230 Planning & Economic Development Specialist I/II  
50246 Social Service Caseworker  
50340 Classification Specialist  
50401 Disability Specialist  
60331 ABC Enforcement Agent  
60805 Youth Services Child Care Worker  
60901 Probation and Parole Officer

## **EXAMINATIONS UNDER DEVELOPMENT**

10195 Transportation Office Manager  
10613 Senior Accountant  
10614 Accounting Manager  
10632 Deputy State Comptroller  
10660 Budget Analyst  
10732 Revenue Research Analyst  
10924 Warehouse Supervisor  
10958 State Building and Space Management Officer  
11042 Public Information Specialist  
11043 Public Information Manager (General Option – 003)  
11049 Audiovisual Specialist III  
11222 Insurance Consumer Complaint Specialist II  
11318 Agricultural Economic Administrator (Legal Option – 392)  
11836 Docks Manager (Marketing Option – 384)  
11950 Underwriter  
11954 Claims Manager (Employee Injury Option – 398)  
20481 Transportation Technologist (Bridge Option – 005)  
20481 Transportation Technologist (Materials Option – 006)  
20481 Transportation Technologist (Design Option – 007)  
20481 Transportation Technologist (Construction Option – 438)

## **EXAMINATIONS UNDER DEVELOPMENT (Continued)**

20481 Transportation Technologist (Analysis & Planning Option – 439)  
20673 Environmental Engineer Supervisor  
20712 X-Ray Technician II  
21062 Docks Professional Facilities Engineer (Electrical Option – 374)  
30550 Arts Program Manager (Folk Art Option – 178)  
40556 Newborn Hearing Screening Coordinator  
40669 Nutritionist Administrator  
50393 Children’s Rehabilitation Social Work Specialist  
60620 Corrections Canine Assistant Handler  
60622 Corrections Canine Handler Supervisor  
60629 Archives Protection and Building Services Supervisor  
61452 Gas Pipeline Safety Investigator, Senior  
70186 Shipping Point Inspection Supervisor III  
70722 Biologist II (Marine Option – 047)  
70723 Biologist III (Marine Option – 047)  
70803 Conservation Enforcement Officer Supervisor (Marine Resources Option – 142)  
70806 Conservation Enforcement Officer Assistant Chief  
(Wildlife & Freshwater Fisheries Option – 140)

## **EXAMINATIONS TO BE ANNOUNCED THIS WEEK**

**(Subject to changes)**

10949 Departmental Procurement Officer II (Promotional)  
11715 ABC Operations Supervisor (District Store Manager Option – 479) (Promotional)  
11934 Patient Accounts Manager  
60621 Corrections Canine Handler (Promotional)

Announcement Date: April 16, 2008

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)

## DEPARTMENTAL PROCUREMENT OFFICER II – 10949

**\$31,968.00 - \$48,424.80**

**Department:** Various

**Location:** Statewide

### TYPE OF EXAMINATION

A **promotional** register will be established for merit system employees with current permanent status as a Departmental Procurement Officer I or Buyer, Associate who meet the qualifications stated below. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation of training and experience will comprise 95% of the final grade and an average of service ratings for the last three years will comprise the remaining 5%.

### QUALIFICATIONS NEEDED TO APPLY

- High school diploma or GED.
- Current permanent status and at least four (4) years of experience as a Departmental Procurement Officer I or Buyer, Associate.

### KIND OF WORK

This is responsible supervisory purchasing work in coordinating the procurement of supplies, equipment, and services for a very large department or agency. Employees in this class engage in procurement activities for an organization requiring a broad range and variety of complex and specialized items such as mechanical, electrical, heavy equipment, medical or scientific supplies and equipment as well as administrative supplies and equipment. Work is distinguished from the lower level in that duties involve incumbents coordinating a varied procurement program for the largest departments. Supervision is exercised over a small staff of subordinates generally assigned duties of a clerical nature, often at a very technical and responsible level. In addition to duties of the lower level, responsibilities include contacting vendors and State Purchasing involving late, damaged or incorrect shipment and maintaining records of up-to-date contracts and price agreements.

### HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at a local Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 7, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

**Veteran's credits are NOT allowed on promotional examinations.**

*Individuals currently on the register MUST reapply to remain eligible for employment.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## State of Alabama Personnel Department

### Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

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Announcement Date: April 16, 2008

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ABC OPERATIONS SUPERVISOR- 11715  
DISTRICT STORE MANAGER OPTION - 479  
\$34,387.20 - \$52,168.80

Department: Alcoholic Beverage Control Board  
Location: Montgomery

#### TYPE OF EXAMINATION

A **promotional** register will be established for present employees of the Alcoholic Beverage Control Board who meet the qualifications listed below by the closing date of May 7, 2008. Qualified applicants will be evaluated based on their training and experience as shown on their application.\* This evaluation will comprise 95% of the final score, and an average of service ratings for the last three years will comprise the remaining 5%.

#### QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- High school diploma or GED certificate
- Current permanent status as an ABC Sales Manager I, II, or III with the Alabama ABC Board to include five (5) years of experience as an ABC Sales Manager I, II, or III or ABC Store Manager.\*\*

\* **Applicants:** Please provide detailed information regarding the nature of your job duties as a sales/store manager to include the number of employees you supervise and length of time in position.

\*\***Note:** A maximum of one year of college coursework (30 semester hours/45 quarter hours) may substitute for one year of the required experience.

#### SPECIAL REQUIREMENT

Applicants must possess a valid Alabama driver's license at the time of appointment.

#### KIND OF WORK

This is responsible supervisory and administrative work in directing the operations of a large number of state-owned liquor stores in an assigned geographic area. Employees in this class act as district supervisors exercising control over the operations of a large number of state-owned liquor stores. They are responsible for seeing that all stores in their district are operating according to prescribed policies and procedures and that a high level of efficiency is maintained. Duties include the responsibility for interpreting and enforcing administrative rules and regulations; assigning and evaluating the performance of store personnel; and promoting good customer relations. In the central office, certain positions in this classification may exercise broad functional management responsibilities over areas such as training, security, procurement, merchandising, and real estate functions. Employees exercise technical and administrative supervision through conferences with managers and regular store visits. Supervision received is limited to periodic conferences with superiors; the evaluation of sales and other activities; reports summarizing store operation; and intermittent store inspection.

#### HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 7, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

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THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

\*\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting coursework, post-secondary and advanced degrees.

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If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## State of Alabama Personnel Department

### Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

**Announcement Date:** April 16, 2008

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**PATIENT ACCOUNTS MANAGER – 11934  
\$34,387.20 - \$52,168.80**

**Department:** Rehabilitation Services  
**Location:** Montgomery

#### **TYPE OF EXAMINATION**

An **open-competitive** register will be established. Qualified applicants will be evaluated based on the training and experience as shown on their application form. This evaluation of training and experience will comprise 100% of the final grade.

#### **QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- Bachelor's degree in Business Administration, Public Administration, Hospital Administration, Health Services Administration, or a closely related field.
- Two years of experience in analyzing health related data or utilizing statistical or data management techniques in insurance and other third party claims and collections processing in a health care setting, including one year of administrative or management experience.

#### **KIND OF WORK**

This is responsible professional work in managing third party billing and reimbursement programs for the Department of Rehabilitation Services. Employees in this class oversee the work of employees responsible for processing third party claims and other financial functions related to clinical services. Work involves considerable contact with the division's top level clinical and management positions to develop and implement billing and collection policies affecting patients and their access to care and contact with representatives of third party payers such as Medicaid, Blue Cross, Champus, and HMO's. Work is performed independently and is reviewed by a superior through periodic reports and conferences.

#### **HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 28, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

***Applicants are encouraged to apply on-line at: [www.personnel.state.al.us](http://www.personnel.state.al.us).***

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### **State of Alabama Personnel Department**

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**Announcement of Continuous Merit System Examination**

**CORRECTIONS CANINE HANDLER - 60621**  
**\$31,968.00 - \$48,424.80**

**CORRECTIONS CANINE HANDLER (60621) SALARY \$31,968.00 - \$48,424.80**

**Department: Corrections**  
**Location: Statewide**

**TYPE OF EXAMINATION**

A **promotional** register will be established. Qualified applicants will be evaluated based on their training and experience as shown on their application. Scores derived from an evaluation of the information provided on the application form will comprise 95% of the final grade. The remaining 5% of the final grade will be an average of the applicant's service ratings for the last three years.

**QUALIFICATIONS NEEDED TO APPLY**

**You must have the following to qualify:**

- Current permanent status **and** one (1) year of experience as a Corrections Canine Assistant Handler (formerly Search Party Assistant Dog Handler) (60620) with the Alabama Department of Corrections.

**NOTE:** Applicants must be able to traverse rugged terrain such as wooded areas, uneven terrain, and water hazards such as rivers and streams in all types of weather conditions day or night.

**KIND OF WORK**

Employees in this class attend to the training and care of a pack of dogs or a drug detection dog. Work involves the frequent exercising of dogs, feeding and grooming, and maintaining the kennel area. Work may also include escorting inmates to and from the infirmary. Work is performed under close supervision and reviewed through inspection and discussion.

**HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at any Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. Applications will be accepted **until further notice**.

***Veteran's credits are NOT allowed on promotional examinations.***

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Announcement date: June 27, 2007

Revised date: April 16, 2008

State of Alabama  
Personnel Department  
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**Announcement of Continuous Merit System Examination**

**HUMAN SERVICES PROGRAM COORDINATOR – 50520**

**SCHOOL READINESS – 262**

**\$31,968.00 - \$48,424.80**

**HUMAN SERVICES PROGRAM COORDINATOR - 50520**

**SALARY \$31,968.00 - \$48,424.80**

**SCHOOL READINESS OPTION - 262**

**Department:** Children's Affairs

**Location:** Statewide

**TYPE OF EXAMINATION**

An **open-competitive** register will be established for all applicants who meet the minimum qualifications stated below. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation of training and experience will comprise 100% of the final grade.

**QUALIFICATIONS NEEDED TO APPLY**

You must have **all** of the following:

- Bachelor's degree from an accredited\* college or university with a major in Child Development, Early Childhood Education, or a closely related field.
- Two (2) years of responsible experience in preschool/pre-k administration and training or teaching preschool, pre-k, or kindergarten children.

**KIND OF WORK**

This is highly responsible public relations and community mobilization work in facilitating the objectives of public programs concerning school readiness. Employees in this class perform work involving the contacting of civic, professional, governmental, service, educational and other organizations in gaining support for and cooperation with the early childhood/pre-kindergarten programs. Work involves contact with community leaders in social services, public health, mental health, education, and other community organizations to enlist their support and cooperation in program activities and monitoring and evaluating educational organizations that provide pre-k services. Work is reviewed and evaluated through reports and conferences in terms of compliance with instructions, policies, and regulations, and the development of effective public relations.

**HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at any Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. Applications will be accepted **until further notice**.

*Individuals currently on the register **DO NOT** need to reapply to remain eligible for employment.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## **State of Alabama Personnel Department**

### **Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.