State of Alabama
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Continuous Announcement

PROFESSIONAL CIVIL ENGINEER TRAINEE – 20429

Salary: $21,722.40 - $33,902.40
Announcement Date: December 15, 1999
Revised Date: September 1, 2008

JOB INFORMATION

The Professional Civil Engineer Trainee is a full-time position with the Department of Transportation. Positions are located throughout the state. This is introductory technical work for civil engineering college students in a **work-study program** designed to provide training and experience in civil engineering and to stimulate interest in the state transportation department.

MINIMUM REQUIREMENTS

- Enrollment at a regionally accredited* four-year U.S. college or equivalent in a Civil Engineering or Civil Engineering Technology curriculum, **OR**
- Enrollment in a pre-Engineering curriculum at a regionally accredited* two or four-year U.S. college or equivalent, **OR**
- Enrollment in college-level courses (i.e. Calculus, Analytic Geometry, Chemistry, Physics, Surveying, etc.) at a regionally accredited* U.S. college or equivalent which are transferable to a Civil Engineering or Civil Engineering Technology program at a regionally accredited four-year U.S. college or equivalent.

SPECIAL REQUIREMENT

- In order to be employed in this class, employees will be required to enroll in the Engineering Education and Training Program. This program requires employees to remain academically acceptable to the college or university and successfully complete coursework each year that may be counted towards a Civil Engineering or Civil Engineering Technology degree.

NOTE

- Applicants who are currently enrolled in college-level courses should submit a current transcript with their application in order to be added to the register. All other applicants will be required to provide a transcript or proof of enrollment in college-level courses in order to be added to the register. This transcript will be reviewed for proof of required enrollment only, and will not otherwise be considered in the selection process.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on application

HOW TO APPLY

- Complete an Application for Examination Form available at ***www.personnel.alabama.gov***, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's 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.