

Announcement Date: October 3, 2007

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

DEPARTMENTAL PERSONNEL MANAGER I - 10851

\$41,872.80 - \$63,468.00

Department: Various

Location: Montgomery

Type of Examination

An open-competitive register will be established for this classification. Qualified candidates will be required to participate in an Assessment Center. Detailed information regarding the assessment center will be mailed at a later date to qualified candidates in a Candidate Information Guide. The final score from this assessment center will comprise 100% of the final grade.

Qualifications Needed to Apply

You must possess all of the following to qualify:

- Bachelor's degree from an accredited* college or university in Business Administration, Human Resource Management, Personnel Administration, Social Science, or a closely related field.
- Two years of professional work experience in personnel administration. Personnel administration work includes responsibility for some of the following functions: performance appraisal, compensation/payroll, employee benefits, classification, selection/hiring, and employment termination.

Kind of Work

This is professional personnel administrative work in managing the operation of personnel programs and activities within a state agency. Employees in this class supervise and coordinate a personnel program of moderate scope and complexity. Exceptions may be in specialized positions which serve as the single assistant to personnel managers in departments having the largest and most complex personnel operations. Work involves supervision of clerical and technical staff; developing, implementing and interpreting personnel procedures; advising employees, applicants of rules, regulations and proper personnel procedures; serving as the departmental representative to State Personnel; coordinating agency performance appraisal system; assessing qualifications and interviewing applicants for employment; participating in grievance and formal hearing and initiating departmental personnel transactions.

HOW TO APPLY

Use an official Application for Examination form which may be obtained at this office or from any 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 October 31, 2007. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list. They will be notified when they should apply again. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

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.

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