

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

EMPLOYMENT SERVICE ADMINISTRATOR - 11449
\$71,961.60 - \$109,641.60

Department: Industrial Relations
Location: Montgomery

TYPE OF EXAMINATION

A **promotional** register will be established for applicants who meet the minimum qualifications described below. Qualified applicants may be required to complete an experience record questionnaire and a role play exercise. The applicant's evaluation will constitute 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

You must have all of the following to qualify:

- Current permanent status as an Employment Service Senior Manager, Area Services Field Supervisor, or Employment Security Field Services Manager.
- A Bachelor's degree from an accredited* four-year college or university in business administration, public administration, social sciences, or closely related field.
- Eight (8) years of professional experience performing employment service duties to include four (4) years of supervisory or administrative experience.

NOTE

- Professional experience performing employment service duties beyond the required minimum may be used to substitute for college education on a year-for-year basis.

KIND OF WORK

This is highly responsible administrative and management work involving the planning and directing of all activities of the state employment service. The employee in this class exercises supervision over a large staff of personnel located in the central office and in career centers throughout the state as well as programmatic supervision over the employment service division. This employee also directs the development of all activities designed to facilitate the placement of unemployed workers or other applicants. Work is performed within the framework of federal and state legislation, but employee has considerable independence in making decisions. The department director makes general policy decisions and reviews the work through regular reports and consultations.

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 **December 5, 2007**. 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.

*Individuals whose names are currently on the employment register **MUST** reapply to remain eligible for employment.
Veteran's credits are **NOT** allowed on promotional examinations.*

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.