

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)

**HUMAN RESOURCES COUNTY DIRECTOR IV – 50274**  
**\$66,760.80 - \$101,839.20**

**Department:** Human Resources  
**Location:** Jefferson County

**TYPE OF EXAMINATION**

An **open competitive** and **promotional** register will be established for all applicants who meet the minimum qualifications listed below. Qualified applicants who meet the minimum qualifications will be evaluated based on the extent and quality of their training and experience as shown on their application. For the open-competitive register, evaluation of training and experience will comprise 100% of the final grade. For the promotional register, the evaluation of training and experience will comprise 90% of the final score, and an average of service ratings for the last three years will comprise the remaining 10%.

**QUALIFICATIONS NEEDED TO APPLY**

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

**For the open-competitive register:**

- Master's Degree in Social Work from a school of social work accredited\* by the Council on Social Work Education.
- Eight (8) years of responsible professional social work experience including six (6) years of supervisory experience in a public welfare agency with two (2) years obtained at or above the level of Human Resources County Director II.

**For the promotional register:**

- Current permanent status as a Human Resources County Director II or higher classification at the Department of Human Resources.
- Master's Degree in Social Work from a school of social work accredited\* by the Council on Social Work Education.
- Eight (8) years of responsible professional social work experience including six (6) years of supervisory experience in a public welfare agency with two (2) years obtained at or above the level of Human Resources County Director II.

**KIND OF WORK**

This is professional social work in the administration and direction of public welfare programs in a county with the largest caseload. Employees in this class plan, direct, and review programs, activities, and operations within a county department; coordinate assigned activities with other counties and outside agencies and departments; and exercise direct supervision over supervisory, professional, and clerical staff. Work includes development of improved services and stimulation of interest and understanding of the program among county professionals and civic groups. The county director is appointed by the County Human Resources Board, but is administratively responsible to the State Department of Human Resources. Technical direction, advice and consultation are provided by representatives of the State Department of Human Resources offices on program policy, procedures, casework, and administrative problems. **Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.**

**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.*

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

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

**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.



# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building

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Telephone: (334) 242-3389 Fax: (334) 242-1110

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May 28, 2008

### MEMORANDUM

TO: Persons Concerned with Current Announcements

FROM: State Personnel Director

SUBJECT: Closing of Current Announcement for:

#### **HUMAN RESOURCES COUNTY DIRECTOR IV - 50274**

Effective June 11, 2008, applications will no longer be accepted for the above job classification. Applications received by **5:00 PM on June 11, 2008** will be processed. Applications received after **5:00 PM on June 11, 2008** will not be processed, and the applicant's name will be placed on the mailing list to be notified when the classification is again open for the receipt of applications.