CLASSIFICATION SPECIALIST – 50340

Salary: $33,081.60 - $50,174.40
Announcement Date: June 27, 2007
Revised Date: October 2, 2019

JOB INFORMATION
The Classification Specialist is a permanent, full-time position with the Alabama Department of Corrections. Positions are located throughout the state. This is sociological and psychological work in the classification and assessment of inmates within the state correctional system.

MINIMUM REQUIREMENT
• Bachelor’s degree from an accredited* four-year college or university in sociology, psychology, criminal justice, criminology, social work or an equivalent behavioral or social science.

EXAMINATION
• Open-Competitive to all applicants.
• A Written Multiple Choice Exam will comprise 100% of the final score for the open-competitive register.
• The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

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 on-line, by mail, or by fax. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor’s, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor’s degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

*The term “regionally accredited school” refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.
MEMORANDUM

TO: Persons Interested in Continuous Announcements

FR: State Personnel Director

SUBJECT: Weekday Testing For:

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<table>
<thead>
<tr>
<th>Second Friday of the Month</th>
<th>Fourth Friday of the Month</th>
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<tbody>
<tr>
<td>ASA I</td>
<td>10196 Account Clerk</td>
</tr>
<tr>
<td>ASA II</td>
<td>10197 ES Representative</td>
</tr>
<tr>
<td>ASA III</td>
<td>10198 Engineering Assistant I</td>
</tr>
<tr>
<td>Retirement Counselor</td>
<td>10875 PEDS I</td>
</tr>
<tr>
<td>Health Services Administrator I</td>
<td>40761 Financial Support Worker</td>
</tr>
<tr>
<td>Driver License Examiner I</td>
<td>60410 Classification Specialist</td>
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Individuals wishing to take the written test on a Friday must call the State Personnel Department at 334-353-3492 to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted ONLY at the State Personnel Department Testing Center located at the following address: State Personnel Test Facility 60 Commerce Street 4th Floor Montgomery AL 36104

*NOTE: Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.