

State of Alabama
Personnel Department
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Continuous Announcement

NURSE MANAGER – 40246

Salary: \$52,663.20 - \$80,287.20
Announcement Date: August 13, 2003
Revised Date: June 4, 2014

JOB INFORMATION

The Nurse Manager is a permanent full-time position used by various agencies. Positions are located throughout the state. This is responsible professional nursing work supervising a large multi-service county health department clinic or managing an area wide specialized program. Other positions may serve as the specialized nurse for a statewide program with consultation, coordination or educational responsibilities.

MINIMUM REQUIREMENTS

- Master's degree from an accredited* four-year college or university in Nursing, Public Health, Public Administration, or Business Administration
- Bachelor's degree from an accredited* four-year college or university in Nursing
- Four years of professional nursing experience including two years of supervisory or administrative experience
OR
- Bachelor's degree from an accredited* four-year college or university in Nursing
- Five years of professional nursing experience including three years of supervisory or administrative experience
OR
- Associate's degree from an accredited* college or university in Nursing or diploma in Nursing
- Seven years of professional nursing experience including four years of supervisory or administrative experience

ADDITIONAL REQUIREMENT

- Alabama Professional Nursing License as issued by the Alabama Board of Nursing; license number **MUST** be included on application.

NOTES

- Names on the employment register will be considered (selectively certified) for positions in the **School Nursing** specialty area.
- Nurses are required to pass a periodic physical examination.
- Overnight Travel required for some positions
- **The Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment**

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the 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 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 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.

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, 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.