

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

Announcement of Continuous Merit System Examination

REHABILITATION SPECIALIST I - 50344
\$36,124.80 - \$54,768.00

Rehabilitation Specialist I (50344) **Salary \$36,124.80 - \$54,768.00**

Department: Alabama Department of Rehabilitation Services (ADRS)

Location: Statewide

TYPE OF EXAMINATION

An **open-competitive** register will be established. The register will be based on responses to the supplemental questionnaire. The supplemental questionnaire will be sent to applicants who meet the qualifications listed below.

QUALIFICATIONS NEEDED TO APPLY FOR THE POSITION

You need a Master's degree from an accredited* college or university with a major in rehabilitation, psychology, counseling, human development, social work, nursing, or allied health occupations. Three years of professional level experience providing independent living skills, special education, vocational rehabilitation, or medical rehabilitation services to individuals with disabilities is also required. Three years of experience in one of the specialty areas below may substitute for the required rehabilitation experience.

The following knowledges are needed for this classification: Knowledge of the rehabilitation process, various disabilities, and the employment process. The following abilities are needed for this classification: the ability to work with people with disabilities, communicate orally and in writing, gather information and resources from a variety of different sources, apply knowledge in new or problem situations, and interpersonal ability. This classification also requires knowledge in one or more of the following specialty areas:

Vocational rehabilitation, independent living, early intervention, nursing, social work, occupational therapy, audiology, nutrition, physical therapy, speech pathology, blindness/visual impairment, deafness/hard of hearing, traumatic brain injury, and learning disabilities.

Names of eligible persons on the employment register will be selectively certified to the employing agency by the specialty areas listed above.

KIND OF WORK

This is professional work providing technical advice in a specialty area to other organizational staff members. This advice is given face-to-face, by telephone, or by written correspondence. A large amount of administrative work is required of someone in this classification. These duties include record keeping, completing production reports, attending training programs, staying updated on new developments in the specialty area, etc.

NOTE

This position requires extensive local travel in a personal automobile. Overnight travel is required. Out of state travel is also required.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or 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. Photocopied and facsimile applications are accepted. Our fax number is (334) 242-1110. This announcement will remain open **until further notice**.

Applicants are encouraged to apply on-line at: 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 information provided by 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.