

State of Alabama
Personnel Department
64 North Union Street
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Montgomery, AL 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us

Announcement of Continuous Merit System Examination

REHABILITATION SPECIALIST III - 50346
\$48,424.80 - \$ 73,766.40

Rehabilitation Specialist III (50346)	Salary \$48,424.80 - \$ 73,766.40
Department: Alabama Department of Rehabilitation Services (ADRS) Location: Montgomery	
TYPE OF EXAMINATION	
A <u>promotional</u> register will be established for Department of Rehabilitation Services employees with current permanent status as a Rehabilitation Specialist II, Children's Rehabilitation Field Supervisor, or Vocational Rehabilitation Field Supervisor and who meet the minimum qualifications listed below. Qualified applicants will be mailed a supplemental questionnaire. Answers to the supplemental questionnaire will constitute 60% of the final grade. An average of service ratings for the last three years will constitute the remaining 40% of the final grade.	
QUALIFICATIONS NEEDED TO APPLY	
You must have all of the following to qualify: <ul style="list-style-type: none"> • Master's degree from an accredited* college or university in rehabilitation, psychology, counseling, human development, social work, nursing, or allied health occupations. • Five years of professional level experience providing independent living skills, special education, vocational rehabilitation, or medical rehabilitation services to individuals with disabilities. Two years of this experience must have included responsibility for planning and conducting organizational training programs, planning and conducting research, and assisting in the development of organizational programs in the specialty area. Five years of experience in one of the specialty areas below may substitute for the required rehabilitation experience. 	
Vocational rehabilitation, independent living, early intervention, nursing, social work, physical therapy, blindness/visual impairment, and deafness/hearing impairment.	
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 highly responsible and advanced rehabilitation work in coordinating statewide rehabilitation programs within the Department of Rehabilitation Services. Employees in this class are responsible for planning and coordinating various specialized rehabilitation programs carried on by Rehabilitation Services in conjunction with state and federal regulations. Positions in this class serve at the state-level and function as statewide coordinators for the large and/or complicated areas. At this level, coordination involves determining policies and procedures for statewide implementation of a program and continuously interfacing program objectives and procedures with state and federal regulations and procedures and other Rehabilitation programs. Coordination efforts are exercised in conjunction with professional, technical and clerical employees engaged in carrying out specialized programs at the local level. General supervision is received from the Commissioner or designated assistant who reviews results and are available for consultation on policy matters in connection with difficult problems of administration.	
NOTE	
This classification 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 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.

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.