

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

DEPARTMENTAL PERSONNEL MANAGER II - 10852
\$49,161.60 - \$74,949.60

Department: Various
Location: Montgomery

Type of Examination

An **open-competitive** and a **promotional** register will be established for all applicants who meet the minimum qualifications listed below. Individuals who have current permanent status as Departmental Personnel Manager I or comparable classification with the State Merit System and who meet the minimum qualifications will qualify for the **promotional** register. Qualified candidates will be required to participate in an Assessment Center. Detailed information regarding the Assessment Center will be mailed at a later date to qualified candidates in a Candidate Information Guide. For the open-competitive register, the final score from this assessment center will comprise 100% of the final grade. For the promotional register, the final score from this assessment center will comprise 95% of the final grade, with average service ratings from the last three years comprising the remaining 5% of the final grade.

Qualifications Needed to Apply

To apply you must have **all** of the following:

- Bachelor's degree from an accredited* college or university in Human Resource Management, Personnel Administration, or a closely related field.
- Four years of professional work experience in personnel administration. Personnel administration work includes responsibility for some of the following functions: performance appraisal, compensation/payroll, employee benefits, classification, selection/hiring, and employment termination.

Kind of Work

This is professional personnel administrative work of considerable scope and complexity within a state agency. Employees in this class are responsible for the management and coordination of a personnel program of considerable scope and complexity. Work is distinguished from the lower level by the complexity of personnel problems, the frequency of unusual problems and participation in management planning. Important aspects of the work involve discussing technical problems and agency personnel proposals and needs and coordinating personnel actions with State Personnel. The Agency's work force usually consists of a moderate to large number of employees, and work involves dealing with a variety of classes which presents frequent and difficult recruitment and classification problems. In addition to the duties of the lower level, responsibilities include supervising in-house training programs; supervising a professional, technical and clerical staff; ensuring staff conducts personnel transactions according to rules and regulations and coordinating recruitment activities for the agency.

How to Apply

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **August 1, 2007**. Applications received after this date **WILL BE REJECTED**. The names of those who apply late will be put on a mailing list. They will be notified when they should apply again. The State Personnel Department is not responsible for late receipt of applications due to mail service or fax malfunction. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

Veteran's Preference Points are NOT allowed on promotional registers.

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

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.