

**Announcement Date:** August 1, 2007

**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](http://www.personnel.state.al.us)**

**STATE PERSONNEL TRAINING COORDINATOR – 10848  
\$55,560.00 - \$84,693.60\***

\*This salary will increase by 3.5% effective September 1, 2007

**Department:** State Personnel Department  
**Location:** Montgomery

#### **TYPE OF EXAMINATION**

An **open-competitive** register will be established for this job classification. Qualified candidates may be required to participate in an assessment process.

#### **QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- Graduation from an accredited\* four-year college or university with a bachelor's degree in public relations, communications, public or business administration or a closely related field
- Five years of progressively responsible experience in coordinating a large training function including presenting training programs.

Note: Overnight travel is required.

#### **KIND OF WORK**

This is responsible professional work in identifying, developing, coordinating, and managing personnel and human resources related training programs designed to meet the needs of state agencies. The employee in this class implements, evaluates and coordinates specialized employment training programs for state employees. Work includes researching and developing training programs; consulting with state agencies on particular training needs; providing technical assistance to agencies; developing program policies and procedures; writing manuals for training programs; and developing audio-video aides. Work also includes the development and implementation of personnel programs in the areas of performance appraisal, progressive discipline, and interviewing methods. Supervision is exercised over contract instructors and consultants in the coordination and presentation of training programs and technical support employees. Work is performed independently under the supervision of the Deputy Legal Counsel and is reviewed for progress, program results, and effectiveness.

#### **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 22, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

**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.