

Announcement date: August 1, 2007

Revision date: September 12, 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

STATISTICIAN SUPERVISOR - 11104
\$43,963.20 - \$66,760.80

Department: Various
Location: Montgomery

NOTE: Individuals who submitted an application for this job classification during the initial recruitment period of August 1, 2007 through August 22, 2007 DO NOT need to submit another application.

TYPE OF EXAMINATION

A **promotional** only register will be established for merit system employees who have current permanent status at the level of a Labor Market Analyst or Statistician Senior and who meet the qualifications stated below. Qualified applicants will be evaluated based on the extent and quality of the training and experience shown on their application. The evaluation of training and experience will comprise 95% of the final grade, and an average of the applicant's service ratings for the last three years will constitute the remaining 5%.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following to qualify:

- Current permanent status at the level of a Labor Market Analyst or Statistician Senior.
- A Bachelor's degree from an accredited* four-year college or university in statistics, economics, mathematics, business or public administration, or a closely related field.
- Four years of experience in the analysis and presentation of statistical data.

KIND OF WORK

This is highly responsible supervisory and technical work in the collection, organization, classification, summarization, reporting, and statistical analysis and interpretation of quantified data. In addition to some of the duties performed at the lower level, work involves responsibility for the preparation of a wide variety of reports, publications, and special studies to satisfy governmental reporting requirements and to provide information to the public and guidance to government officials in planning and evaluating agency or state objectives, programs, or performance; establishing and maintaining extensive governmental and non-governmental contacts to determine the need for and scope of statistical inquiries, reports, publications, and analyses, to coordinate and secure cooperation in the collection of data, to represent the agency in administrative, professional, and technical conferences and meetings, and to make authoritative recommendations concerning agency and statewide program planning and evaluation; and supervises the preparation and interpretation of narrative, graphs, tabular, and mathematical and statistical analytic presentations. General administrative guidelines are received in the form of policies, objectives, or requirements, and work is reviewed by an administrative supervisor for program 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 **October 3, 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.

Individuals whose names are currently on the employment register MUST reapply to remain eligible for employment.
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.