

Announcement 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

TELECOMMUNICATIONS OPERATIONS SUPERVISOR - 21170
\$25,569.60 - \$37,960.80

Department: Alabama Forestry Commission
Location: Montgomery

TYPE OF EXAMINATION

A **promotional** register will be established for state employees who have current permanent merit system status as a Radio Operator with the Alabama Forestry Commission and who meet the minimum qualifications stated below. Qualified applicants will be evaluated based on the extent and quality of their training and experience as shown on their application. For this reason, all applicants are encouraged to provide detailed information. This evaluation of training and experience will comprise 95% of the final grade and an average of 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 merit system status as a Radio Operator with the Alabama Forestry Commission
- Two (2) years of experience in forestry and fire service communications.

KIND OF WORK

This is operational management of the telecommunications operations for the Alabama Forestry Commission. The work requires coordination of radio operators, forestry employees, volunteer fire department fire fighters, and forest industry personnel during emergency situations. The employee in this class manages a statewide network of communications centers involving voice and data communications, telephones, pagers, and data entry terminals; supervises radio operators at the central fire communications and dispatch center; oversees operation and maintenance of equipment such as data entry consoles, multi-channel radios, radio system interconnections, information relay, and paging and telephone operations; troubleshoots job related computer problems; develops, presents, and evaluates telecommunications training for employees, and develops, implements, and assists in the evaluation of operational procedures to insure accurate and efficient collection and transfer of information.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or your local 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 5:00 p.m. on 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 service or faxing malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

Veteran's credits are NOT allowed on promotional examinations.

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

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER.

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 the violators 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.