

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)

**CORRECTIONAL WARDEN II - 60762**  
**\$48,424.80 - \$73,766.40**

**Department:** Corrections  
**Location:** Statewide

**TYPE OF EXAMINATION**

A **promotional** register will be established for this classification. Qualified candidates will be required to participate in an assessment procedure. Detailed information regarding the assessment procedure, including time and location of testing will be sent to qualified candidates several weeks prior to testing. Scores from the assessment procedure will constitute 95% of the final grade. The average of service ratings for the last three years will constitute the remaining 5%.

**QUALIFICATIONS NEEDED TO APPLY**

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

- Bachelor's degree in any field from an accredited\* four-year college or university, plus one of the following:
  - Current permanent status and two years time-in-grade as a Correctional Officer Supervisor II (Captain) in the State of Alabama Merit System to include eight years with the Alabama Department of Corrections with at least two of those years being in a major institution.
- OR**
- Current permanent status and two years time-in-grade as a Correctional Warden I in the State of Alabama Merit System.

**NOTE:** The required experience must be obtained by the test administration date. The test administration date is tentatively scheduled for Tuesday, December 11, 2007.

**KIND OF WORK**

This is responsible administrative and supervisory work planning and carrying out a coordinated correctional program at large sized penal institution with minimum/community custody inmates only or assisting the warden at a large sized penal institution involving multi custody inmates in planning and carrying out a coordinated correctional program. Employees in this class supervise employees at a penal institution; manage Department of Corrections daily operations and programs such as counts, lockdowns, visitation policy, security measures, substance abuse programs, educational programs, mental health programs and treatment programs; direct and monitor all decisions affecting inmate activity such as classification, job assignments, disciplinary action, escorted passes, transportation, Supervised Re-Entry Program (SRP) and Pre-Discretionary Leave (PDL), Prisoner Money On Deposit (PMOD), education and substance abuse programs, and progress reviews; direct and monitor the maintenance of institution such as environmental and health conditions, vehicle, appliance, and other Department of Corrections property; compiles various written documents such as institutional Standard Operating Procedures (SOP), reports, budgets, progress review forms, letters and memos using Department of Corrections forms, letters, memos, financial reports, summaries, mail, and warrants.

**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 **November 7, 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.

*Applicants are encouraged to apply on-line at: [www.personnel.state.al.us](http://www.personnel.state.al.us).*

*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**

\*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.