

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)

## DRUG PROGRAM SPECIALIST - 50339

**\$31,968.00 - \$48,424.80**

Department: Corrections

Location: Statewide

### TYPE OF EXAMINATION

An **open-competitive** and a **promotional** register will be established for all applicants who meet the minimum qualifications listed below. A **promotional** register will be established for current State employees of the Department of Corrections who have permanent status as a Drug Treatment Counselor (50335). For the **promotional** register, the evaluation of training and experience will constitute 95% of the final grade and an average of service ratings for the last three years will constitute the remaining 5%. On the **open-competitive** register, the evaluation of training and experience will comprise 100% of the final grade.

### QUALIFICATIONS NEEDED TO APPLY

To apply you must have both of the following:

- Bachelor's degree in any field from an accredited\* four year college or university
- Two years of experience in substance abuse counseling

### NOTE

"Substance abuse counseling" is defined as implementing the techniques and philosophy of a specific addiction recovery model such as 12-step or therapeutic community; observing, recording, and orally describing the behavior and thinking processes of substance abusers; and developing aftercare plans. [Volunteer substance abuse counseling which includes these tasks will be credited on a 40 hour work week.]

### KIND OF WORK

This is responsible work in planning and implementing an effective program for control and education of drug abuse within the state correctional institutions. Employees in this class are responsible for providing information and educational services concerning substance abuse to inmates within a designated region of the state. Work includes planning and participating in group presentations and implementing and monitoring drug testing programs. Work is subject to the review of the Director of Treatment for effectiveness of results.

### HOW TO APPLY

Use an official 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 **December 28, 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 service or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

\*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.

*Individuals currently on the 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**

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.