

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Current Announcement

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### INSTITUTIONAL SERVICES DIRECTOR - 60788

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**Salary:** \$52,663.20 - \$84,276.00  
**Announcement Date:** June 27, 2012  
**Application Deadline:** July 18, 2012

#### **JOB INFORMATION**

The Institutional Services Director is a permanent full-time position with the Alabama Department of Corrections. The position is located in Elmore County. This is responsible administrative work in directing and coordinating the Department's food service operation, to include the purchasing, processing, warehousing, and distribution of all food and sundry items necessary for the care and feeding of state inmates as well as the maintenance at institutions of the Department of Corrections.

#### **MINIMUM REQUIREMENTS**

You **must** have **all** of the following to qualify for the **open-competitive** register:

- Bachelor's degree from an accredited\* four-year college or university.
- Five (5) years of supervisory experience in a medium size warehouse, food processing, or large food service operation **or** purchasing/procurement for a medium size warehouse, preferably in an institutional/correctional setting.

You **must** have **all** of the following to qualify for the **promotional** register:

- Current, permanent status as a Correctional Warehouse Complex Manager, Correctional Industries Program Director (Manufacturing Option Only), Food Processing Superintendent, Food Service Specialist, or Correctional Food Service Administrator with the Alabama Department of Corrections.
- Five (5) years of supervisory experience in a medium size warehouse, food processing, or large food service operation **or** purchasing/procurement for a medium size warehouse, preferably in an institutional/correctional setting.

#### **NOTE**

- **Applicants should list size of warehouse operation, and size of food services operation if applicable on their application.** "Medium size warehouse" is defined as 150 thousand pounds of products shipped daily. "Large food service operation" is defined as serving 500+ people per day.

#### **EXAMINATION**

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the job classes listed above.
- An Evaluation of **Training and Experience** as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. Scores from the **T&E Evaluation** will comprise 100% of the final score for the open-competitive register.

#### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax.

*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**

\*Please refer to the back of this announcement for complete information on State Personnel's 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.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**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.