State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

FORESTRY PROGRAM SPECIALIST – 70441

Salary: $45,501.60 - $69,098.40
Announcement Date: September 12, 2012

JOB INFORMATION

The Forestry Program Specialist is a permanent full-time position with the Alabama Forestry Commission. Positions are located throughout the state. This is responsible professional and administrative work in directing a major statewide forestry program.

MINIMUM REQUIREMENTS

- To qualify for the promotional register, applicants must have current permanent status as a Forester or Forestry Management Specialist.
- Graduation from an accredited* four-year college or university with a Bachelor's degree in Forestry, Forest Management, or a closely related field.
- Four (4) years of responsible experience in various phases of forestry work including three (3) years of supervisory experience.

NOTE

- Applicants must list supervisory responsibilities on their application. Supervisory responsibilities include but are not limited to assigning work, delegating work, developing work schedules, conducting employee counseling sessions, and evaluating performance of employees. ***Applications that do not include this information will NOT be accepted.***

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid Alabama driver's license at time of appointment
- Some current State of Alabama employees must have a current, valid license as issued by the Alabama State Board of Registration for Foresters at time of appointment. Other current State of Alabama employees and other applicants must obtain a license as issued by the Alabama State Board of Registration for Foresters during the probationary period.
- Some positions may require a commercial driver's license (CDL), a prescribed burning certification, a commercial herbicide applicator's license, or require applicants to meet the minimum physical requirements for wildland firefighting.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees with current permanent status in one of the job classifications listed above.
- An **Evaluation of Training and Experience as shown on application** will comprise 100% of the applicant's final score for the open-competitive register and 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.

HOW TO APPLY

- Complete an Application for Examination Form available at ***www.personnel.alabama.gov***, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

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.