State of Alabama
Personnel Department
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Current Announcement

MEDICAL SERVICES ADMINISTRATOR – 50460

Salary: $86,390.40- $131,632.80
Announcement Date: July 10, 2013
Application Deadline: July 31, 2013

JOB INFORMATION

The Medical Services Administrator is a permanent full-time position with the Alabama Medicaid Agency. Positions are located in Montgomery, Alabama. Employees in this class are professional administrators who have the responsibility for one of the major statewide functions of administration, programs, or dual authority for directing the total health services program in the absence of the Commissioner.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university in any major
- **Six years** of professional experience in a health services agency, or in a closely related organization, performing work directly dealing with Medicaid rules, regulations, and programs including **three years** of experience as a division director or in a comparable position
- **For the promotional register,** applicants must have current, permanent status as a Medicaid Administrator III (50453) or a comparable classification

ADDITIONAL REQUIREMENT

- Applicants **MUST** describe supervisory duties **in detail**, including the number of employees supervised (directly and indirectly) and the job titles of these employees. **Applications that do not contain this specific information will not be accepted.**

NOTE

- A Master's degree from an accredited* college or university may substitute for one year of the required experience, but may not substitute for any of the required experience as a division director (or comparable position).

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees as identified above
- An **Assessment Center** 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 **Assessment Center** will comprise 100% of the final score for the open-competitive register.
- The Candidate Information Guide for this examination will be mailed to qualified applicants at a later date.

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. Application must be received by close of business on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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.