

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

Current Announcement

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## TRAFFIC SIGN SHOP SUPERVISOR – 90568

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**Salary:** \$43,339.20 - \$65,690.40

**Announcement Date:** July 29, 2009

**Application Deadline:** August 19, 2009

### **JOB INFORMATION**

The Traffic Sign Shop Supervisor is a permanent full-time position with the Alabama Department of Transportation. This position is located in Montgomery, Alabama. This is responsible supervisory work requiring the management of skilled and semi-skilled workers in the design, fabrication, distribution, and installation of state highway signs.

### **MINIMUM REQUIREMENTS**

- A High School Diploma and five years of responsible supervisory experience in a manufacturing/production environment.

**OR**

- A High School Diploma, two years of experience in the design, fabrication, and/or installation of traffic signs, and three years of responsible supervisory experience in a manufacturing/production environment.

### **NOTE**

Responsible supervisory experience in the design, fabrication, and/or installation of traffic signs may count toward both of the experience requirements. Responsible supervisory experience requires that a person must have routine responsibility for most or all of the following duties: setting priorities; planning, scheduling, assigning and directing work and activities; evaluating employee performance; completing performance appraisals; managing projects and resources; monitoring productivity; establishing goals and objectives; finding solutions and solving problems/conflicts; and ensuring quality and compliance with standards and specifications.

### **BENEFITS**

- Employer Paid Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

### **EXAMINATION**

- **Open-Competitive** to all applicants
- Applicants may be evaluated on **Training and Experience** as shown on the application. Since your score may be derived solely from the information you provide on your application, please be detailed on your application.

### **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.*

**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.

### **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.