

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

Current Announcement

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## HEALTH SERVICES ADMINISTRATOR IV - 40763

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**Salary:** \$64,077.60 - \$97,766.40  
**Announcement Date:** April 7, 2010  
**Application Deadline:** May 5, 2010

### JOB INFORMATION

The Health Services Administrator IV job is a permanent full-time position with the Department of Public Health. Positions are located in various locations throughout Alabama with the majority of positions located in Montgomery. This is professional work providing managerial direction to a Bureau which consists of multiple divisions encompassing multiple program activities or for an office with activities or divisions impacting the ability of the agency to achieve its mission. Some positions serve as an Area Administrator for a recognized geographic Public Health Area.

### MINIMUM REQUIREMENTS

- Current, permanent status with the Alabama Department of Public Health (for the promotional register only)
- Bachelor's degree from an accredited\* four-year college or university in Health Services Administration, Public Administration, Public Health, Business Administration, Hospital Administration, or a closely related field
- Four years of supervisory or management experience in administering and directing all programs within a multiple county unit, directing and managing statewide programs, or holding managerial responsibility for a major functional unit within an agency providing or supervising the provision of health services

### NOTES

- A Master's degree from an accredited\* four-year college or university in Health Services Administration, Public Administration, Public Health, Business Administration, Hospital Administration, or a closely related field may substitute for one year of the required experience.
- **The Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment.**

### BENEFITS

- Low-Cost 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 and **Promotional** to current state employees identified above
- An **Experience Record Questionnaire** will comprise 100% of the final score for the open-competitive register and 95% of the final score for the promotional register. The remaining 5% of the promotional score will be 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](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.

### **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.