State of Alabama
Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

TRAINING SPECIALIST I – 10821

Salary: $33,086.40 - $53,995.20
Announcement Date: August 1, 2012

JOB INFORMATION

The Training Specialist I is a permanent full-time position used by various agencies. Positions are located in Mobile and Montgomery. This is specialized work in the field of employee training and development.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university in Personnel/Human Resources, Psychology, Business or Public Administration, or a closely related field.
- Two years of professional experience in the development, administration, **and** evaluation of employee training programs.

ADDITIONAL REQUIREMENTS

- Applicants must submit an **official** college transcript for each accredited* post-secondary academic institution attended. Applications received without a transcript will not be processed. Original transcripts issued to students will be accepted. Photocopies of transcripts, faxed transcripts, and/or information obtained from the internet will NOT be accepted. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

Alabama State Port Authority (ASPA) additional requirements include:

- Valid Alabama driver's license as defined by current ASPA Vehicle Operator Policy at time of appointment
- Valid Port Security Badge with escort privileges at time of appointment
- Valid Transportation Worker Identification Credential Card at time of appointment

NOTES

- A background investigation may be conducted prior to making hiring decisions.
- Extensive travel may be required.

EXAMINATION

- **Open-Competitive** to all applicants
- An **Evaluation of Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register. Therefore, **all** sections of the application must be completed and applicants must provide a **detailed** description of their work experience.

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.*

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.

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.