

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

Continuous Announcement

HEALTH SERVICES ADMINISTRATOR I - 40761

Salary: \$31,488.00 - \$53,995.20
Announcement Date: March 19, 2003
Revised Date: September 1, 2008

JOB INFORMATION

The Health Services Administrator I is a permanent full-time position with the Department of Public Health (www.adph.org). Positions are located throughout the state. This is responsible, professional, administrative public health work in varied programs of the state.

MINIMUM REQUIREMENT

- Bachelor's degree from an accredited* four-year college or university in Health Services Administration, Public Administration, Hospital Administration, Public Health, or Business Administration

NOTES

- Individuals with a bachelor's degree from an accredited* four-year college or university in any major with four years of **professional** experience in a health care setting may qualify.
- Individuals with a master's degree from an accredited* four-year college or university in Health Services Administration, Public Administration, Hospital Administration, Public Health, or Business Administration may qualify.
- During the examination, candidates may use a small battery-operated or solar-powered calculator that performs basic functions.
- **The Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment.**

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
- **Written Multiple Choice Exam**
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

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

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.



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Ellen G. McNair
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May 13, 2009

MEMORANDUM

To: Persons Concerned with Continuous Announcements
From: State Personnel Director
Re: Cancellation of Continuous Announcement for:

HEALTH SERVICES ADMINISTRATOR I - 40761

Effective **June 3 2009** applications will no longer be accepted for the above job classification. Individuals who submit applications prior to **June 3, 2009** will be processed. Individuals who submit applications after **June 3, 2009** will be placed on the mailing list to be notified when the classification is open for the receipt of applications.