

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.state.al.us

Continuous Announcement

PLANNING AND ECONOMIC DEVELOPMENT SPECIALIST I/II – 21230

Salary: \$31,488.00 – \$59,517.60
Announcement Date: July 26, 2006
Revised Date: September 1, 2008

JOB INFORMATION

The Planning and Economic Development Specialist I/II is a permanent full-time position used by various agencies throughout the state. Positions are in various locations throughout the state. This is professional work in support of local, regional, or statewide planning or related evaluation, monitoring, review, and implementation activities for state and federal planning and economic development programs.

MINIMUM REQUIREMENT

- Bachelor's degree from an accredited* four-year college or university

NOTE

- Applicants may apply for this position during their last semester of college; however applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

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 web site 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.*

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.



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Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

State Personnel Board
James Anderson
Joe Dickson
John McMillan
Ellen G. McNair
Joyce P. O'Neal

MEMORANDUM

TO: Persons Interested in Continuous Announcements

FROM: State Personnel Director

SUBJECT: Weekday Testing For:

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

Second Friday of the Month

Clerk 10121
ASA I 10196
ASA II 10197
ASA III 10198
State Capitol Police 60637
State Trooper 60203 (every other month)

Fourth Friday of the Month

Account Clerk 10601
Budget Analyst 10660
ABC Sales Associate 11706
ES Representative 11408
Classification Specialist 50340
Planning and Economic Development Specialist I/II 21230

Due to prior scheduling, January testing will be held on the third and the fifth Fridays.

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **(334) 353-3492** to receive instructions about the testing schedule.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. SCHEDULED CANDIDATES WILL BE REQUIRED TO HAVE AN ACCEPTED APPLICATION IN STATE PERSONNEL OFFICE 7 DAYS PRIOR TO BEING TESTED. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted **ONLY** in the office of the State Personnel Department located at the following address:

300 Folsom Administrative Building
64 North Union Street, Room 319
Montgomery, Alabama 36130

NOTE: Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.



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April 1, 2009

MEMORANDUM

TO: Persons Concerned with Continuous Announcements

FROM: State Personnel Director

SUBJECT: Cancellation of Continuous Announcement for:

PLANNING AND ECONOMIC DEVELOPMENT SPECIALIST I/II – 21230

Effective **April 29, 2009**, applications will no longer be accepted for the above job classification. Future vacancies for this position will be filled using the existing register. Applications currently on file and those received by April 28, 2009 will be processed and qualified individuals will be scheduled for the next written examination. Any applications received on or after April 29, 2009 will not be processed. The applicant's name will be placed on a mailing list to be notified when this examination is again open for applications. A new selection procedure will soon be developed and a new recruitment announced. At that time, a job announcement for Planning and Economic Development Specialist I/II will be printed and distributed notifying interested individuals that this classification is again open for applications. All individuals on the Planning and Economic Development Specialist I/II register when the new recruitment and selection procedure is announced will be notified. At that time, they will need to submit an application in order to remain eligible for employment.