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

Current Announcement

CARGO MOVEMENT SUPERVISOR II - 90742

Salary: $41,258.40 - $62,529.60
Announcement Date: October 12, 2011
Application Deadline: November 2, 2011

JOB INFORMATION

The Cargo Movement Supervisor II is a permanent full-time position with the Alabama State Port Authority (ASPA). The position is located in Mobile, Alabama. This is responsible supervisory work in directing the loading, unloading and cargo storage activities of the State Port Authority.

MINIMUM REQUIREMENTS

- High school diploma or GED
- Five years of supervisory experience in varied cargo handling activities (When describing supervisory experience, please include details of responsibilities such as the authority to assign tasks, evaluate employee and/or crew performance, recommend hiring and/or promotion, and recommend discipline and/or discharge.)
- For the **promotional** register all of the above, in addition to current permanent status with ASPA as a Cargo Movement Supervisor I (90741) or Cargo Billing Clerk (11803)

ADDITIONAL REQUIREMENTS

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

NOTES

- A background investigation will be conducted prior to making hiring decisions
- Employee may be required to work after hours and/or weekends/holidays/emergencies

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to ASPA employees with current permanent status in classifications listed in the Minimum Requirements section above.
- For the **promotional** register, an evaluation of **Training and Experience** on the application will comprise 95% of the applicant's final score with the remaining 5% being based on the average of the applicant's service ratings for the last three years. Scores from the evaluation will comprise 100% of the final grade for the **open-competitive** register.

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.

Individuals whose names are currently on the employment register must reapply to remain elibible 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.