

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

Current Announcement

FINANCE: ASSISTANT CHIEF OF SERVICES - 11933

Salary: \$55,327.20 - \$84,276.00
Announcement Date: October 17, 2012
Application Deadline: November 7, 2012

JOB INFORMATION

The Finance: Assistant Chief of Services is a permanent full-time position with the Department of Finance. The position is located in Montgomery. This is responsible administrative and supervisory work involving the administration of several functions within the Service Division of the Department of Finance.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university in Public Administration, Business Administration, Construction Management, or a closely related field
- **Three** years of administrative and onsite supervisory experience in at least one of the following areas: fleet operations, building maintenance or management, construction management, or a closely related field including the supervision of a staff of employees at various levels of skill and responsibility.

ADDITIONAL REQUIREMENTS

- Applicants must submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of 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.
- Applicants **must** describe supervisory duties **in detail** including number of employees supervised and job titles of employees supervised. **Applications that do not contain the specific information will not be accepted.**
- Applicants must possess a valid Alabama driver license at the time of appointment.

EXAMINATION

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open-competitive register. ***Please be detailed, since your score will be derived from the information you provide on your application.***

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 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.