

State of Alabama
Personnel Department
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Montgomery, AL 36130-4100
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www.personnel.alabama.gov

Continuous Announcement

EPIDEMIOLOGIST, SENIOR – 40678

Salary: \$49,190.40 - \$82,696.80

Announcement Date: February 3, 2016

Revised Date: October 3, 2018

JOB INFORMATION

The Epidemiologist, Senior is a permanent, full-time position with the Department of Public Health (www.adph.org). Positions are primarily located in Montgomery. This is highly professional and technical work in the field of public health epidemiology.

MINIMUM REQUIREMENTS

- Masters of Public Health or Masters of Science in Public Health from an accredited* four-year college or university.
 - Four (4) years of professional experience in epidemiology.
- OR**
- Master's degree from an accredited* four-year college or university in Science or a closely related field with **20** semester hours in epidemiology, biometrics, or biostatistics (*see important note below*).
 - Four (4) years of professional experience in epidemiology.
 - Current, permanent status as an Epidemiologist or Public Health Research Analyst II (*promotional register only*).

NOTES

- Applicants with a Master's degree in Science or a closely related field with **20** semester hours in epidemiology, biometrics, or biostatistics **MUST also submit an official college transcript for each accredited* postsecondary academic institution attended. Applications received without a transcript will not be processed. Original transcripts issued to students will be accepted. Photocopies of transcripts, and or information obtained from the internet will NOT be accepted.** You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. 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.
- A Doctoral degree from an accredited* college or university with a concentration in Epidemiology, Biometrics, Biostatistics, or Public Health will substitute for four (4) years of the required experience. **Applicants using this substitution must also submit an official doctoral college transcript for each accredited* post-graduate academic institution attended. Applications received without a transcript will not be processed. Original transcripts issued to students will be accepted. Photocopies of transcripts, and or information obtained from the internet will NOT be accepted.** You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. 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.
- Honorary doctorate degrees or degrees *honoris causa* are not acceptable.
- **The Alabama Department of Public Health will verify possession of the degree prior to employment.**

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the job class identified above.
- An Evaluation of **Training and Experience** as shown on the application will comprise 95% of the applicant's final score for the promotional register, 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 score 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 on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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.

Revised

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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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 listed below:
 - Southern Association of Colleges and Schools (SACS)
 - Middle States Commission on Higher Education (MSCHE))
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Higher Learning Commission (HLC)
 - New England Commission of Higher Education (NECHE)
 - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.