



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

STATE PROFESSIONAL TRAINEE – 11915

Salary: \$35,092.80 - \$58,692.00
Announcement Date: May 5, 2021
Revised Date: September 14, 2022

JOB INFORMATION

This is a limited tenure job in the State service. This is introductory professional work into a major activity of state government. Employees in this class serve an apprenticeship under the supervision of professional employees in the state service. Assignments are in areas with major responsibilities in fields of finance, personnel, public relations, research and statistics, public health, welfare, and other areas in public administration. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT(S)

- Bachelor's degree

NOTE(S)

- Based on job class being underfilled, individuals may be required to possess a degree in a specific field in order to qualify for appointment.
- Applicants must not meet the current minimum experience requirements. (Please see announcement of job class being underfilled to ensure you do not meet the current experience requirements.)
- Applicants who are employed as a State Professional Trainee must immediately vacate this position upon obtaining the required experience. Applicants must apply and be placed on the employment register for the job class they are underfilling.

EXAMINATION

- No examination is required.

HOW TO APPLY

- Please refer to www.personnel.alabama.gov in order to view a listing of job classes which are approved for the use of State Professional Trainee.

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 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 classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or 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)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above 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 six regional accreditation associations listed above.