

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.alabama.gov

Continuous Announcement

PROFESSIONAL CIVIL ENGINEER TRAINEE – 20429

Salary: \$22,821.60 - \$35,618.40
Announcement Date: June 29, 2011
Revised Date: October 2, 2019

JOB INFORMATION

Professional Civil Engineer Trainees are employed with the Alabama Department of Transportation (ALDOT). Positions may be part-time or full-time depending on the employee's academic course load. Positions are located throughout the state. This is introductory technical work for civil engineering college students in a **work-study program** designed to provide training and experience in civil engineering and to stimulate interest in ALDOT.

MINIMUM REQUIREMENTS

- Enrollment in a regionally accredited* four-year U.S. College or equivalent in a Civil Engineering curriculum. **OR**
- Enrollment in a pre-engineering curriculum at a regionally accredited * two or four-year U.S. college or equivalent. **OR**
- Enrollment in college-level courses (i.e. Calculus, Analytic Geometry, Chemistry, Physics, Surveying, etc.) at a regionally accredited* U.S. college or equivalent which are transferable to a Civil Engineering program at a regionally accredited* four-year U.S. college or equivalent.

SPECIAL REQUIREMENT

- In order to be employed in this class, employees will be required to enroll in the Engineering Education and Training Program. This requires employees to remain academically acceptable to the college or university and successfully complete coursework each year that may be counted towards a Civil Engineering degree.

NOTES

- All applicants will be required to provide a transcript or proof of enrollment in college-level courses in order to be added to the register. This transcript will be reviewed for proof of required enrollment only and will not otherwise be considered by the State Personnel Department in the selection process.

EXAMINATION

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on the application 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.

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 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.