March 6, 2020

High School Counselors,

The Alabama Department of Transportation (ALDOT) is always endeavoring to make students aware of the job opportunities available within our department. While striving to encourage high school students to consider careers in Civil Engineering and Civil Engineering Technology, we would also like students to be aware of positions that are available in other classifications, as well.

Attached is information regarding careers in Engineering classifications, as well as in Maintenance classifications that are offered within ALDOT. The Civil Engineering Graduate (CEG), Professional Civil Engineer Trainee (PCET), Engineering Assistant (EA), Transportation Maintenance Technician (TMT) and Seasonal Laborer job flyers include the salary range of each position, as well as a brief description of each job. Also included is an application and a benefits flyer. If you have students that are interested in any of these positions, please encourage them to fill out an application and submit it. Classifications such as the seasonal laborer and TMT are direct hire positions; therefore, the application for those classifications can be taken to the nearest ALDOT District or Area office. PCET and EA applications must be submitted to the address indicated on the front of the application.

If you need additional information, please call me at (256) 234-8407 or e-mail me @ kennedyl@dot.state.al.us.

Sincerely,

Latanga Fore-Kennedy
East Central Region EEO Officer
TEMPORARY LABORERS

Tenure of Employment: April 16, 2020 to August 28, 2020
Salary: $10.44 Per Hour
Paid Holidays

Examples of duties to be performed:

- Cleans pipes and culverts
- Pick up and remove hazardous debris, dead animals, trees, tree limbs, litter, etc.
- Cuts grass, bushes and trees
- Directs and flags traffic in areas of highway construction and maintenance
- Shovel materials such as sand, dirt, gravel, etc.
- Mops, dusts and cleans buildings
- Cleans drainage ditches

Submit completed State of Alabama Application for Examination (Form 3) to your local District or Area Office.
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

ENGINEERING ASSISTANT I - 20111

Salary: $25,207.20 - $38,335.20
Announcement Date: September 7, 2011
Revised Date: October 2, 2019

JOB INFORMATION
This is work of limited skill in assisting the engineering projects and activities. This class represents the entry level for engineering positions in design, construction, traffic surveying, and materials testing. Employees in this class receive training in one or more of the engineering specialty areas.

MINIMUM REQUIREMENT
- High School Diploma or GED

EXAMINATION
- Open-Competitive to all applicants
- Written Multiple Choice Exam will comprise 100% of the final score for the open-competitive register.
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

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

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State of Alabama Personnel Department
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

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   - 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)

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MEMORANDUM

TO: Persons Interested in Continuous Announcements
FR: State Personnel Director

SUBJECT: Weekday Testing For:

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<table>
<thead>
<tr>
<th>Second Friday of the Month</th>
<th>Fourth Friday of the Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA I</td>
<td>Account Clerk 10196</td>
</tr>
<tr>
<td>ASA II</td>
<td>ES Representative 10197</td>
</tr>
<tr>
<td>ASA III</td>
<td>Engineering Assistant I 10198</td>
</tr>
<tr>
<td>Retirement Counselor</td>
<td>PEDS I 10875</td>
</tr>
<tr>
<td>Health Services Administrator I</td>
<td>40761</td>
</tr>
<tr>
<td>Driver License Examiner</td>
<td>Financial Support Worker 60410</td>
</tr>
<tr>
<td>Probation and Parole Officer, Trainee</td>
<td>60899</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Individuals wishing to take the written test on a Friday must call the State Personnel Department at 334-353-3492 to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted ONLY at the State Personnel Department Testing Center located at the following address:

State Personnel Test Facility
3738 Atlanta Highway
Montgomery AL 36109

*NOTE: Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classification on Saturdays.*
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

ENGINEERING ASSISTANT II - 20114

Salary: $27,129.60 - $43,346.40
Announcement Date: October 9, 2013
Revised Date: October 2, 2019

JOB INFORMATION
The Engineering Assistant II is a permanent, full-time position with the Department of Transportation. Positions are located throughout the state. This is skilled work in assisting with engineering projects and activities. This class represents the fully functional level for engineering positions in design, construction, traffic surveying, materials testing, and maintenance. Employees in this class should be certified in one or more of the engineering specialty areas.

MINIMUM REQUIREMENTS
• High School Diploma or GED and one year of experience at the level of an Engineering Assistant I or Engineering Assistant.

OR

• Associate's Degree in Civil Engineering, Civil Engineering Technology, Drafting, or a directly related field.

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.

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- 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.

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Continuous Announcement

ENGINEERING ASSISTANT III – 20118

Salary: $29,959.20 - $48,974.40
Announcement Date: March 13, 2013
Revised Date: October 2, 2019

JOB INFORMATION
The Engineering Assistant III is a permanent, full-time position used by various agencies throughout the State, primarily the Department of Transportation. Positions are located throughout the state. This is skilled sub-professional engineering work in the field, office, and laboratory.

MINIMUM REQUIREMENTS
- High School Diploma/GED and three years of experience at the Engineering Assistant level.

OR

- Associate's Degree in Civil Engineering, Civil Engineering Technology, Drafting, or a directly related field.

NOTE
Individuals on the employment register may be selectively certified in the specialty area listed below:

- Bridge Inspection

A person may be selectively certified based on work experience in the area listed above. The selective certification will be based on information provided by qualified applicants on their applications.

EXAMINATION
- Open-Competitive to all applicants
- Written Multiple Choice Exam will comprise 100% of the final score for the open-competitive register.
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY
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www.personnel.alabama.gov

Continuous Announcement

TRANSPORTATION MAINTENANCE TECHNICIAN I – 90244

Salary: $25,207.20 - $38,335.20
Announcement Date: May 23, 2007
Revised Date: October 2, 2019

JOB INFORMATION
Transportation Maintenance Technician I is a full-time position with the Department of Transportation. Positions are located throughout the state. Employees perform light to heavy equipment operation in connection with the maintenance and construction of highway facilities. Vacancies are filled by direct appointment. No employment register is maintained

MINIMUM REQUIREMENT
• Completion of eighth grade.

EXAMINATION
• No examination is required.

NOTE
• Appointment to this class will be made on a conditional basis. A Commercial Drivers License (CDL) must be obtained during the probationary period. In order to remain in this class, an employee must maintain a valid CDL.

HOW TO APPLY
• Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
• Applicants meeting the qualifications above must apply directly to the Alabama Department of Transportation, Region or District Office for which they wish to work.
• 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.

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CIVIL ENGINEERING GRADUATE – 20430

Salary: $50,174.40 - $76,365.60
Announcement Date: December 8, 2010
Revised Date: October 2, 2019

JOB INFORMATION
The Civil Engineering Graduate is a permanent, full-time position with the Department of Transportation. Positions are located throughout the state. This is entry level work in the field of civil engineering where emphasis is placed upon the application of a broad knowledge of engineering principles and practices to varied and comprehensive engineering projects.

MINIMUM REQUIREMENTS
• Graduation from a regionally accredited* college or university with a Bachelor’s degree in Civil Engineering

NOTE
College seniors who are in their first semester of their senior year may apply, be placed on the register, and be certified for appointment but cannot begin work until they receive their degree. Candidates will be responsible for providing verification of receipt of degrees before employment with the State of Alabama.

ADDITIONAL REQUIREMENT
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 faxed transcripts will be accepted. 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.

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.

HOW TO APPLY
• Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
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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
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