

CAREER GUIDE STATE OF ALABAMA MERIT SYSTEM

(Revised July 23, 2008)

This document contains classified jobs arranged primarily by education level. The listings shown may require a high school diploma, or an Associate's, Bachelor's or Master's Degree. The last category lists other classified jobs that require limited work experience. Click on the desired category to bring up a related list of jobs. Jobs that are open for application will be highlighted. Click once on the highlighted job code or title to review the job announcement. You may place your name on the mailing list for jobs that are not open by sending your name, address and social security number, and the code numbers of the jobs that interest you to the following address:

**STATE PERSONNEL DEPARTMENT
64 NORTH UNION STREET
P O BOX 304100
MONTGOMERY, ALABAMA 36130-4100**

When indicating code numbers of job classes with options, please show the class code as many times as you indicate a different option. For example, if you write 30201/123 first, and 30201/201 next, your name will be placed on the mailing list for Vocational Instructor (Business and Office Education option) and Vocational Instructor (Computer Science Training option).

TABLE OF CONTENTS

[CLASSIFIED POSITIONS REQUIRING A BACHELOR'S DEGREE](#)

[DEGREE IN ANY MAJOR](#)

[ACCOUNTING](#)

[AGRICULTURE](#)

[BUSINESS ADMINISTRATION](#)

COMPUTER SCIENCE/INFORMATION SYSTEMS

CRIMINAL JUSTICE

ECONOMICS

EDUCATION

ENGINEERING

ENGLISH

FINANCE

FORESTRY

GUIDANCE AND COUNSELING

HISTORY

JOURNALISM, PUBLIC SPEAKING, MASS COMMUNICATIONS

LAW ENFORCEMENT

MATHEMATICS AND STATISTICS

NURSING

NUTRITION

PERSONNEL

POLITICAL SCIENCE

PSYCHOLOGY

PUBLIC ADMINISTRATION

SOCIAL SCIENCES

SOCIAL WORK

SCIENCES

BIOLOGICAL SCIENCE

CHEMISTRY

ENVIRONMENTAL SCIENCE

GENERAL SCIENCE

GEOLOGY

MEDICAL TECHNOLOGY

MICROBIOLOGY

PHARMACY

PHYSICAL SCIENCE

CLASSES REQUIRING SOME COLLEGE COURSES OR A DEGREE IN A SPECIALIZED FIELD

CLASSIFIED POSITIONS REQUIRING GRADUATE DEGREE OR GRADUATE COURSE WORK

ANY GRADUATE DEGREE

BUSINESS ADMINISTRATION

EDUCATION

GUIDANCE AND COUNSELING

HISTORY

LAW

LIBRARY SCIENCE

MISCELLANEOUS

PUBLIC ADMINISTRATION

SOCIAL WORK

STATISTICS

PSYCHOLOGY

CLASSIFIED POSITIONS REQUIRING TWO YEARS (2) OF COLLEGE or less

CLASSIFIED POSITIONS REQUIRING A HIGH SCHOOL DIPLOMA OR LESS

SOME CLASSES REQUIRING TWO YEARS OF EXPERIENCE or less

CLASSIFIED POSITIONS REQUIRING A BACHELOR'S DEGREE

DEGREE IN ANY MAJOR

Class Code

Title

10601 Account Clerk (2 courses in accounting or 1 year of bookkeeping experience)

10875 Retirement Counselor

11408 Employment Security Representative

20310 Right of Way Specialist

20652 Public Health Environmentalist (20 semester hours or 30 quarter hours in

science and mathematics)

[21230](#) [Planning and Economic Development Specialist I/II](#)

30503 Library Technician

[40641](#) [Disease Intervention Specialist](#)

[50246](#) [Social Service Caseworker](#) (30 semester hours or 45 quarter hours in social science)

[50247](#) [Financial Support Worker](#)

[50401](#) [Disability Specialist](#)

[60161](#) [Emergency Management Planner I](#)

60504 Latent Print Examiner Trainee (preferably course work in chemistry, science or criminal justice)

[60901](#) [Probation and Parole Officer](#)

61610 Child Labor Inspector

ACCOUNTING

Class Code Title

[10601](#) [Account Clerk](#) (2 courses in accounting or 1 year of bookkeeping experience)

[10611](#) [Accountant](#)

[10660](#) [Budget Analyst](#)

[10713](#) [Revenue Compliance Officer I](#)

[10721](#) [Tax Valuation Analyst I](#)

[10841](#) [State Personnel Analyst I](#) (1 course in statistics)

[10641](#) [Accounts Examiner I](#)

[10701](#) [Revenue Examiner I](#)

10715 Revenue Special Agent I

10731 Revenue Research Analyst I (courses in statistics and public finance)

10830 Personnel Assistant I

11251 Public Utility Analyst I

[40761](#) [Health Services Administrator I](#)

[70661](#) [Park Manager I](#)

AGRICULTURE

Class Code Title

- [20652](#) [Public Health Environmentalist](#) (20 semester hours or 30 quarter hours in science and mathematics)
- [61309](#) [Land Reclamation Inspector I](#)

BUSINESS ADMINISTRATION

(Accounting, Economics, Marketing, Finance, Personnel or Human Resources Management, Office Administration, Secretarial Administration, and Business Education)

<u>Class Code</u>	<u>Title</u>
10660	Budget Analyst
10731	Revenue Research Analyst I (courses in statistics and public finance)
10830	Personnel Assistant I
10713	Revenue Compliance Officer I
10721	Tax Valuation Analyst I
10841	State Personnel Analyst I (1 course in statistics)
11251	Public Utility Analyst I
40761	Health Services Administrator I
50419	Medicaid Eligibility Specialist (Bachelor's degree in a social science, social work, business administration, public administration or closely related field).
70661	Park Manager I

COMPUTER SCIENCE/INFORMATION SYSTEMS

<u>Class Code</u>	<u>Title</u>
10421	IT Operations Technician (Telecommunications Option - 008) [6 months experience in telecommunications working with voice and data communications equipment OR college/technical school credit in Information Systems can substitute for the required experience]
10421	IT Operations Technician (Computer Option - 449) [6 months experience working with computers for a business, organization or government OR college/technical school credit in Information Systems can substitute for the required experience]
10422	IT Operations Specialist (Telecommunications Option - 008) [2 years of experience in telecommunications working with voice and data communications equipment OR two years of college/technical school credit in Information Technology]
10422	IT Operations Specialist (Computer Option - 449) [2 years of experience in computer operations OR two years of college/technical school credit in Information Technology]

[10515](#) [Programmer](#) [1 year college/technical school courses in Information Technology (at least 2 courses in programming languages), plus 6 months experience in computer programming using high level languages for databases, outputs and reports **OR** college/technical school credit in Information Systems beyond the minimum requirement can substitute for the required experience]

10516 Programmer Analyst, Associate (two-year degree (AS/AA) in Computer Science, Math, Information Technology or a related field and, including 2 courses in programming plus 2 years of experience in computer programming utilizing high level languages to manipulate databases or files and product outputs and reports. Note: college/technical school credit in Computer Science, Math, Information Technology or a related field above the minimum may be substituted for required experience on a year-for-year basis. Experience above the minimum may be substituted for the required education on a year-for-year basis)

[10525](#) [IT Systems Technician](#) (Telecommunications Option 008)
(one year of experience in troubleshooting and installing telecommunications systems OR one year college/technical school in Information Systems)

[10525](#) [IT Systems Technician](#) (Personal Computer Option 448)
(one year of experience in troubleshooting and installing business and/or government applications software and/or hardware OR one year college/technical school in Information Systems)

[10526](#) [IT Systems Technician, Senior](#) (Telecommunications Option 008)
[one year credit at a college or technical school in Information Systems plus 2 years of experience in troubleshooting and installing telecommunications systems (Responsible experience in troubleshooting and installing telecommunications systems OR college/technical school credit in Information Systems can substitute for either the required education or experience)]

[10526](#) [IT Systems Technician, Senior \(Personal Computer Option 448\)](#)
One (1) year of experience in troubleshooting and installing Business and/or Government applications software and/or hardware. Note: college/technical school credit in Information Systems may be substituted for the required experience on a year-for-year basis.

[10527](#) [IT Systems Specialist, Associate](#) (Telecommunications Option - 008)
(an Associate's Degree in Information Technology plus 2 years of experience in telecommunications system design, maintenance or support OR a Bachelor's degree in Information Technology)

[10527](#) [IT Systems Specialist, Associate \(Mainframe/Midrange Option - 399\)](#)
(an Associate's Degree in Information Technology plus 2 years of experience in mainframe/midrange system design, maintenance or support OR a

Bachelor's degree in Information Technology)

[10527](#) [IT Systems Specialist, Associate \(Networking Option - 400\)](#)

(an Associate's Degree in Information Technology plus 2 years of experience in local/wide area network design, maintenance or support OR a Bachelor's degree in Information Technology)

[10527](#) [IT Systems Specialist, Associate \(Database Option - 401\)](#)

(an Associate's Degree in Information Technology plus 2 years of experience in database system design, maintenance, or support OR a Bachelor's degree in Information Technology)

[10527](#) [IT Systems Specialist, Associate \(Generalist Option - 402\)](#)

(an Associate's Degree in Information Technology plus 2 years of experience in local/wide area network design, maintenance or support, mainframe/midrange design, maintenance or support, or database system design, maintenance, or support OR a Bachelor's degree in Information Technology)

[10527](#) [IT Systems Specialist, Associate \(Test-Only Option - 456\)](#)

(an Associate's Degree in Information Technology plus 2 years experience in systems design, maintenance or support in one or more of the following areas: mainframe-midrange, networking and/or database **OR** a Bachelor's degree in Information Systems)

CRIMINAL JUSTICE

Class Code Title

[20923](#) [Forensic Investigator I/II](#) (Bachelor's degree in Criminal Justice, including a Criminal Justice internship)

[50340](#) [Classification Specialist](#)

60347 Investigative Technician I (An Associate's Degree in Criminal Justice, Criminology, Forensic Sciences or a closely related field may substitute for the required two years of experience in collecting and processing criminal intelligence data for a law enforcement or related intelligence agency)

[60805](#) [Youth Services Child Care Worker](#)

[60901](#) [Probation and Parole Officer](#)

ECONOMICS

Class Code Title

10660	Budget Analyst
21210	ALDOT Environmental Specialist (Planning Option - 215)

EDUCATION

<u>Class Code</u>	<u>Title</u>
30311	Institutional School Teacher I (Options: Home Economics (018), Music (020), Industrial Arts (023), English (072), Math (073), Science (074), Physical Sciences (075), Biological Sciences (076), Social Sciences (077), Elementary Education (079), Business (080), Art (081), Reading (082), Physical Education (105), Driver Education (110))
30322	Special Education Teacher I
30405	Cultural Resources Assistant
40530	Activity Program Specialist (options 003- general, 020- Music, 016 Physical Education and Recreation, 021 Speech and Drama, 017 Arts; Arts and Crafts, 018 Home Economics, 022 Adaptive PE/Therapeutic Recreation, 019 Industrial or Vocational Arts)
40641	Disease Intervention Specialist

ENGINEERING

<u>Class Code</u>	<u>Title</u>
11671	Military Military Construction Specialist I (engineering, building science, building construction or a related field)
20425	Graduate Engineer (engineering or engineering technology, preferably with specialization in agricultural, civil, forestry, mechanical, structural, environmental, electrical, or chemical engineering.)
20429	Professional Civil Engineer Trainee (15 sem. or 30 qtr. Hours leading toward bachelors degree in Civil Engineering or Civil Engineering Technician)
20430	Civil Engineering Graduate (Civil Engineering or Civil Engineering Technology)
20481	Transportation Technologist (Bridge Option - 005) [B.S. in Civil Engineering or Civil Engineering Technology]
20481	Transportation Technologist(Materials Option - 006) [B.S. in Civil Engineering or Civil Engineering Technology]
20481	Transportation Technologist(Design Option - 007) [B.S. in Civil Engineering or Civil Engineering Technology]

20481	Transportation Technologist (Construction Option - 438) [B.S. in Civil Engineering or Civil Engineering Technology]
20481	Transportation Technologist (Analysis and Planning Option - 439 [B.S. in Civil Engineering or Civil Engineering Technology]
20621	Radiation Physicist (Nuclear Engineering)
20614	Environmental Scientist
20651	Environmental Health Specialist
20652	Public Health Environmentalist
20671	Environmental Engineering Specialist *
20811	Chemist I (Chemical Engineering)
21002	Scientific Aide (College with courses in geology, engineering, math, biology, chemistry)
21058	Graduate Electrical Engineer
21062	Docks Professional Facilities Engineer (Options: 162- Civil, 164 Mechanical, 374 - Electrical)
21081	Petroleum Engineer I (Petroleum or mineral engineering)
50387	Rehabilitation Technology Specialist I (Industrial, Rehabilitation, Electrical, or Mechanical Engineering)
61309	Land Reclamation Inspector I (Mining engineering)
61451	Pipeline Safety Investigator*

* Any Engineering degree

ENGLISH

<u>Class Code</u>	<u>Title</u>
11042	Public Information Specialist
11970	Elections Specialist
30672	Radio Program Producer (Broadcasting or Mass Communications)

FINANCE

<u>Class Code</u>	<u>Title</u>
10660	Budget Analyst
10713	Revenue Compliance Officer I
10721	Tax Valuation Analyst I

FORESTRY

Class Code Title

[20652](#) [Public Health Environmentalist](#)

[61309](#) [Land Reclamation Inspector I](#)

70428 Natural Resources Specialist (Graduation from a four-year college or university with a degree in timber harvesting management, forestry, forest management, or other closely related forestry field)

[70429](#) [Forester](#)

70509 Lands Management Trainee(courses in silviculture, mensuration and fire control)

[70637](#) [Park Naturalist](#)

GUIDANCE AND COUNSELING

Class Code Title

[50401](#) [Disability Specialist](#)

[60805](#) [Youth Services Child Care Worker](#)

[60901](#) [Probation and Parole Officer](#)

HISTORY

Class Code Title

30405 Cultural Resources Assistant

30407 Museum Aide

[30430](#) [Archivist I](#) (two graduate courses in archival admin.)

JOURNALISM, PUBLIC SPEAKING, MASS COMMUNICATION

Class Code Title

[11042](#) [Public Information Specialist](#)

11970 Elections Specialist

30672 Radio Program Producer

LAW ENFORCEMENT

<u>Class Code</u>	<u>Title</u>
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20923	Forensic Investigator I/II (Bachelor's degree in Criminal Justice, including a Criminal Justice Internship)
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50340	Classification Specialist
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60203	Trooper
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60331	ABC Enforcement Agent (one year of college with 3 courses in criminology, criminal justice, political science, sociology, or government may substitute for one year of the required two years experience in law enforcement)
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60347	Investigative Technician I (An Associate's Degree in Criminal Justice, Criminology, Forensic Sciences or a closely related field may substitute for the required two years of experience in collecting and processing criminal intelligence data for a law enforcement or related intelligence agency)
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60805	Youth Services Child Care Worker
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60901	Probation and Parole Officer
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MATHEMATICS AND STATISTICS

<u>Class Code</u>	<u>Title</u>
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10515	Programmer
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10516	Programmer Analyst, Associate
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20621	Radiation Physicist
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20652	Public Health Environmentalist
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NURSING

<u>Class Code</u>	<u>Title</u>
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40203	Nurse Practitioner (BSN, supplemented by completion of a nurse practitioner course from an approved school of nursing or medicine)
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40220	Nurse- Midwife (completion of approved Nurse Mid-Wifery Program, RN)
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40229	Home Care Services Nurse (BSN)
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40240	Staff Nurse (B.S. in Nursing)
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NUTRITION (also Foods and Nutrition, Community Nutrition, or Dietetics)

Class Code Title

[40601](#) [Nutrition Associate](#) [40660](#) [Nutritionist](#) (Bachelor's degree in Nutrition, Food and Nutrition, Dietetics, or Community Nutrition)

PERSONNEL (see also Business Administration)

Class Code Title

10830 Personnel Assistant I
[10841](#) [State Personnel Analyst I](#) (1 course in statistics)

POLITICAL SCIENCE

Class Code Title

11970 Elections Specialist
 21210 ALDOT Environmental Specialist (Planning Option - 215)
[30430](#) [Archivist I](#) (two graduate courses in archival administration)

PSYCHOLOGY

Class Code Title

10830 Personnel Assistant I
[10841](#) [State Personnel Analyst I](#) (1 course in statistics)
[50246](#) [Social Service Caseworker](#)
[50247](#) [Financial Support Worker](#)
[50340](#) [Classification Specialist](#)
[50419](#) [Medicaid Eligibility Specialist](#)
[60805](#) [Youth Services Child Care Worker](#)

PUBLIC ADMINISTRATION

Class Code Title

[10660](#) [Budget Analyst](#)
[10713](#) [Revenue Compliance Officer I](#)

10721	Tax Valuation Analyst I
10731	Revenue Research Analyst I (courses in statistics and public finance)
10830	Personnel Assistant I
10841	State Personnel Analyst I
11970	Elections Specialist
21210	ALDOT Environmental Specialist (Planning Option - 215)
30430	Archivist I (two graduate courses in archival administration)
40761	Health Services Administrator I
50419	Medicaid Eligibility Specialist (Bachelor's degree in a social science, social work, business administration, public administration or closely related field).
70661	Park Manager I

SOCIAL SCIENCES

Class Code Title

40641	Disease Intervention Specialist
50246	Social Service Caseworker
50247	Financial Support Worker
50340	Classification Specialist
50419	Medicaid Eligibility Specialist (Bachelor's degree in a social science, social work, business administration, public administration or closely related field).
60805	Youth Services Child Care Worker

SOCIAL WORK (See also SOCIAL SCIENCES)

Class Code Title

40681	Public Health Social Worker I
50419	Medicaid Eligibility Specialist (Bachelor's degree in a social science, social work, business administration, public administration or closely related field).
50248	Social Worker (B.S. in Social Work and Licensure Eligibility)

SCIENCES

BIOLOGICAL SCIENCE

Class Code Title

20614	Environmental Scientist
20652	Public Health Environmentalist (20 semester hours or 30 quarter hours in science and mathematics)
20751	Microbiologist I (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)
20802	Forensic Scientist I (8 courses in chemistry)
20912	Laboratory Technician II
21002	Scientific Aide
21210	ALDOT Environmental Specialist (Biology Option - 457)
61309	Land Reclamation Inspector I
70106	Consumer Food Safety Protection Specialist (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]
70637	Park Naturalist
70705	Biologist Aide I/II
70721	Biologist I [Options: Wildlife (045), Inland Fish (046), Marine (047), Ecology (048), Natural Resources (319), Non-Game Wildlife (462)]
70801	Conservation Enforcement Officer (Wildlife Biologist Option - 461) (B.S. in wildlife management)

CHEMISTRY

<u>Class Code</u>	<u>Title</u>
20614	Environmental Scientist
20621	Radiation Physicist
20652	Public Health Environmentalist
20751	Microbiologist I (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)
20802	Forensic Scientist I
20811	Chemist I
20912	Laboratory Technician II
21002	Scientific Aide
70106	Consumer Food Safety Protection Specialist (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

70106 Consumer Food Safety Protection Specialist (Food and Drug Inspection Option - 257) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

ENVIRONMENTAL SCIENCE

Class Code Title

[20614](#) [Environmental Scientist](#)

[20652](#) [Public Health Environmentalist](#)

[20751](#) [Microbiologist I](#) (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)

[20802](#) [Forensic Scientist I](#) (8 courses in chemistry)

21210 ALDOT Environmental Specialist (Biology Option - 457)

[70106](#) [Consumer Food Safety Protection Specialist](#) (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

70106 Consumer Food Safety Protection Specialist (Food and Drug Inspection Option - 257) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

[70637](#) [Park Naturalist](#)

GENERAL SCIENCE

Class Code Title

[20652](#) [Public Health Environmentalist](#)

[20751](#) [Microbiologist I](#) (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)

[20802](#) [Forensic Scientist](#) (8 courses in chemistry)

[20912](#) [Laboratory Technician II](#)

21002 Scientific Aide

GEOLOGY

Class Code Title

[20614](#) [Environmental Scientist](#)

[20652](#) [Public Health Environmentalist](#)

21002 Scientific Aide

21091	Geologist I
61309	Land Reclamation Inspector I

MEDICAL TECHNOLOGY

<u>Class Code</u>	<u>Title</u>
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20720	Medical Technologist (registration)
20751	Microbiologist I (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)
20802	Forensic Scientist I (8 courses in chemistry)
20912	Laboratory Technician II

MICROBIOLOGY

<u>Class Code</u>	<u>Title</u>
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20751	Microbiologist I (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)
20802	Forensic Scientist I (8 courses in chemistry)
20912	Laboratory Technician II
70106	Consumer Food Safety Protection Specialist (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

PHARMACY

<u>Class Code</u>	<u>Title</u>
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20742	Pharmacist (Possession of a license issued by the Ala. State Board of Pharmacy)
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PHYSICAL SCIENCE

<u>Class Code</u>	<u>Title</u>
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20621	Radiation Physicist
20652	Public Health Environmentalist

- [70106](#) [Consumer Food Safety Protection Specialist](#) (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]
 70106 Consumer Food Safety Protection Specialist (Food and Drug Inspection Option - 257) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

CLASSES REQUIRING SOME COLLEGE COURSES OR A DEGREE IN A SPECIALIZED FIELD

Class Code Title

- [10841](#) [State Personnel Analyst I](#) (Business or Public Admin. Psychology, or closely related plus 1 course in statistics)
 11251 Public Utility Analyst I (Bus. Admin., Accounting, Finance, Economics, closely related)
 11671 Military Construction Specialist I(engineering, building science, building construction or a related field)
 20220 Cartographic Specialist (course work in mathematics, mechanical drawing, or computer aided design, plus experience in CADD assisted cartographic drafting, highway design, or civil engineering design)
[20607](#) [Air Pollution Meteorologist I](#) (B.S. in Meteorology)
[20751](#) [Microbiologist I](#) (applicants must have successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology)
[20923](#) [Forensic Investigator I/II](#) (Bachelor's degree in Criminal Justice, including a Criminal Justice Internship)
[21075](#) [Geographic Information Systems Specialist](#) (Bachelor's degree in Geometrics, Geographic Information Systems, Geography, or a closely related field, including the completion of at least two college-level courses in Geographic Information Systems)
[21091](#) [Geologist I](#) (B.S. in Geology)
[21154](#) [Communications Technician I](#) (graduation from an accredited technical/trade school in Electronics)
 21210 ALDOT Environmental Specialist (Planning Option - 215) (B.S. in economics, political science, public administration, planning, urban studies)
 21210 ALDOT Environmental Specialist (Biology Option - 457) (B.S. in Ecology, Wildlife, Fisheries, Environmental Science, Botany, or Zoology) OR (B.S. in Biology or Forestry to include at least two advanced level courses in Field Biology and/or Plant Biology)
[21220](#) [Transportation Planner](#) (Bachelor's degree in Transportation Planning or

Urban Planning/Studies)

30322 Special Education Teacher I (emotional conflict, mental retardation or multiple handicapped)

[30430](#) [Archivist I](#) (History or Political Science with two graduate courses in Archival Administration)

30503 Library Technician (B.S. degree plus courses in reference service and cataloging or other library science courses)

[40240](#) [Staff Nurse](#) (B.S. in Nursing)

[40512](#) [Physical Therapy Assistant](#) (Assoc. degree as a physical therapist assistant)

[40229](#) [Home Care Services Nurse](#) (BSN)

40530 Activity Program Specialist (Options: Speech and drama, Arts & crafts, Industrial or Vocational Arts, Music, P.E., Home Economics, Adaptive P.E./Therapeutic Recreation)

[40541](#) [Physical Therapist](#) (Bachelor's degree with major course work in physical therapy plus eligibility for or possession of a license to practice physical therapy in the State of Alabama)

40551 Speech and Hearing Therapist (deaf education, speech pathology, hearing impaired)

[40601](#) [Nutrition Associate](#) (Foods and Nutrition, Community Nutrition, or Dietetics)

[40761](#) [Health Services Administrator I](#) (Public and Business Admin., Health Services Admin., Hospital Admin. and Public Health)

[50248](#) [Social Worker](#) (B.S. in Social Work and Licensure Eligibility)

[50396](#) [Orientation and Mobility Specialist](#) (B.S. in Orientation and Mobility or a closely related field and certifiable in Orientation and Mobility by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP).

[61309](#) [Land Reclamation Inspector I](#) (Agronomy, Botany, Agriculture, Forestry, Biology, Conservation, Geology, Hydrology, Ecology, Mining Engineering, or related natural sciences)

[70106](#) [Consumer Food Safety Protection Specialist](#) (209 - Meat Inspection Option) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

70106 Consumer Food Safety Protection Specialist (Food and Drug Inspection Option - 257) [B.S. in Biology, Chemistry, Environmental Science or Physical Science]

70229 Histotechnician (Certification as a Histology Technician by the American Society of Clinical Pathology)

[70230](#) [Animal Industry Veterinarian](#) (Doctorate of Vet Medicine)

70428 Natural Resources Specialist (Graduation from a four-year college or

university with a degree in timber harvesting management, forestry, forest management, or other closely related forestry field)

[70429](#) [Forester](#) (Forestry, Forestry Management or closely related)

70509 Lands Management Trainee (college courses in silviculture, mensuration and fire control)

[70637](#) [Park Naturalist](#) (Environmental Science, Ecology, or Wildlife Biology)

[70661](#) [Park Manager I](#) (Park Management and Recreation, Business or Public Administration)

CLASSIFIED POSITIONS REQUIRING GRADUATE DEGREE OR GRADUATE COURSE WORK

ANY GRADUATE DEGREE

Class Code Title

[11102](#) [Statistician](#) (Masters degree including courses in statistics, computer science and mathematics)

[50451](#) [Medicaid Administrator I](#)

BUSINESS ADMINISTRATION

Class Code Title

[11102](#) [Statistician](#) (Masters degree including courses in statistics, computer science and mathematics)

40741 Health Planner I (Master's degree in Hospital Administration, Health Services Administration, Business Administration, Public Administration, or a closely related field)

50325 Employee Assistance Program Coordinator

EDUCATION

Class Code Title

30312 Institutional School Teacher II (Options: Home Economics (018), Music (020), Industrial Arts (023), English (072), Math (073), Science (074), Physical Sciences (075), Biological Sciences (076), Social Sciences (077), Elementary Education (079), Business (080), Art (081), Reading (082), Physical Education (105), Driver Education

(110)

30323 Special Education Teacher II (specialization in handicap and emotional conflict)

GUIDANCE AND COUNSELING

Class Code Title

50325 Employee Assistance Program Coordinator (counseling, behavioral science, public or bus. admin)

[50352](#) [Rehabilitation Counselor](#) (Options: General (003), Sign Language (373)

[For the Sign Language option only: A score of intermediate or higher on the Sign Communication Proficiency Interview]

[60824](#) [Youth Services Case Manager](#) (M.S. in psychology, counseling, behavioural science, social work, criminal justice, juvenile justice, criminology, or a related field.

HISTORY

Class Code Title

[30422](#) [Cultural Resources Specialist \(Architectural History Option - 175\)](#)

[Master's degree in Architectural History, Architecture, Historic Preservation, Art History, Preservation Architecture, American Studies, or a closely related field]

[30422](#) [Cultural Resources Specialist \(History Option - 176\)](#) [Master's degree in

Architectural History, American History, Historic Preservation, Preservation Planning, Architecture, American Studies, or a closely related field]

[30422](#) [Cultural Resources Specialist \(Preservation Planning Option - 177\)](#)

[Master's degree in Architectural History, American History, Historic Preservation, Preservation Planning, Architecture, American Studies, or a closely related field]

[30430](#) [Archivist I](#) (including two graduate courses in archival administration)

LAW

Class Code Title

[11503](#) [Legal Research Assistant](#) (Graduation from a recognized school of law and eligibility to be admitted to the Alabama State Bar Examination)

[11530](#) [Attorney I/II](#) (Possession of a Certificate of Admission to the Bar of the Supreme Court of Alabama)

LIBRARY SCIENCE

Class Code Title

[30511](#) [Librarian](#)

MISCELLANEOUS

Class Code Title

[10704](#) [Revenue Tax Specialist](#) [Master's degree in Tax Accounting or Master of Laws (L.L.M.) degree in Taxation]

[11102](#) [Statistician](#) (Masters degree including courses in statistics, computer science and mathematics)

20608 Air Pollution Meteorologist II (meteorology)

21082 Petroleum Engineer II (petroleum or mineral engineering)

[21092](#) [Geologist II \(Petroleum Geology Option - 194\) \[PhD in Geology\]](#)

[21220](#) [Transportation Planner](#) (Master's degree in Urban Planning/Transportation Planning)

21242 Natural Resource Planner(Master's degree in environmental engineering geology, mineralogy, hydrology, environmental science, forestry, biological sciences, natural resource planning, or a closely related field)

30323 Special Education Teacher II (emotional conflict, mental retardation, multiple handicapped)

[30511](#) [Librarian](#)

[40554](#) [Audiologist](#) (Audiology)

[40622](#) [Public Health Educator](#) (in addition to MBA or MPA, must have an undergraduate degree in Health Education, Public Health, Health Promotion, Community Health or other health education related field)

[40677](#) [Epidemiologist I](#) (epidemiology, biometry, or biostatistics)

[40678](#) [Epidemiologist II](#) (doctorate)

[40687](#) [Public Health Research Analyst I](#) (Master's degree in Public Health, Epidemiology, Biostatistics, or Biometry)

50325 Employee Assistance Program Coordinator (counseling, behavioral science, public or bus. admin)

[50352](#) [Rehabilitation Counselor](#) (rehabilitation counseling, rehabilitation services,

rehabilitation administration, vocational evaluation, or counseling).

50374 Rehabilitation Teacher (Master's degree in Visual Disabilities or a closely related field.) Opened continuous February 16.

[50381](#) [Psychological Associate I](#) (clinical, education, and/or vocational psychology)

[50387](#) [Rehabilitation Technology Specialist I](#) (Industrial Design; Rehabilitation, Electrical, Industrial, Mechanical Engineering or Ergonomics)

[50388](#) [Rehabilitation Technology Specialist II](#) (Masters in Rehab, Bio-Medical Engineering, Mechanical, Industrial, Electrical Engineering, Industrial Design, Ergonomics)

[70722](#) [Biologist II](#) (Options - 046) Master's degree in Fisheries Management, Fisheries Science, or Aquaculture.

70722 Biologist II (047-Marine)

70722 Biologist II (Options: 045-Wildlife, 046-Inland Fish, 047-Marine, 048-Ecology)

PUBLIC ADMINISTRATION

Class Code Title

[30430](#) [Archivist I](#) (two graduate courses in archival admin.)

50325 Employee Assistance Program Coordinator

SOCIAL WORK

Class Code Title

[40682](#) [Public Health Social Worker II](#) (must be a licensed social worker)

[50221](#) [Senior Social Worker](#)

[50394](#) [Children's Rehabilitation Social Worker](#)

STATISTICS

Class Code Title

[11102](#) [Statistician](#)

PSYCHOLOGY

Class Code Title

[50381](#) [Psychological Associate I](#) (Master s degree in Psychology)

[50383](#) [Psychologist](#) (General Option - 003) (Ph.D. in Psychology One year internship or equivalent supervised experience required)

CLASSIFIED POSITION REQUIRING TWO YEARS (2) OF COLLEGE or less

Class Code Title

10312 Graphic Arts Technician (Associate's Degree at an approved technical or trade school in graphic arts/communications technology)

10421 IT Operations Technician (Telecommunications Option - 008) [6 months experience in telecommunications working with voice and data communications equipment **OR** college/technical school credit in Information Systems can substitute for the required experience]

10421 IT Operations Technician (Computer Option - 449) [6 months experience working with computers for a business, organization or government **OR** college/technical school credit in Information Systems can substitute for the required experience]

10422 IT Operations Specialist (Telecommunications Option - 008) [2 years of experience in telecommunications working with voice and data communications equipment **OR** two years of college/technical school credit in Information Technology]

10422 IT Operations Specialist (Computer Option - 449) [2 years of experience in computer operations **OR** two years of college/technical school credit in Information Technology]

[10515](#) [Programmer](#) [1 year college/technical school courses in Information Technology (at least 2 courses in programming languages), plus 6 months experience in computer programming using high level languages for databases, outputs and reports **OR** college/technical school credit in Information Systems beyond the minimum requirement can substitute for the required experience]

[10525](#) [IT Systems Technician](#) (Telecommunications Option 008)
(one year of experience in troubleshooting and installing telecommunications systems OR one year college/technical school in Information Systems)

[10525](#) [IT Systems Technician](#) (Personal Computer Option 448)
One (1) year of experience in troubleshooting and installing Business and/or Government applications software and/or hardware. Note: college/technical school credit in Information Systems may be substituted for the required experience on a

year-for-year basis.

[10601](#) [Account Clerk](#) (high school diploma, plus 2 courses in accounting or 1 year of bookkeeping experience)

[10605](#) [Accounting Technician](#) (High School Diploma/GED and completion of five (5) college-level accounting courses AND two (2) years of work experience performing accounting, bookkeeping, or fiscal clerical work. Note: Two (2) years of college in Business or a closely related field will substitute for each year of experience. No substitution will be allowed for the five (5) college-level accounting courses. Income Tax courses will not count toward the five accounting courses.

10830 Personnel Assistant I (high school diploma or GED, plus 2 years clerical exp., including 1 year of exp. in personnel administration college course work in business administration, human resources or English can be substituted for exp. on a year-for-year basis)

[10905](#) [Canteen Manager](#) (Associates degree in accounting finance, economics, management information systems, business administration, or a related field)

10930 Property Inventory Officer (Two (2) years of college majoring in Accounting, MIS, Finance, Economics, Business Administration or a related field and one (1) year if experience in inventory control.)

10971 Real Estate Specialist I (high school diploma or GED plus one year of responsible administrative or managerial experience to include six months of experience in real estate management.)

[11503](#) [Legal Research Assistant](#) (graduate of accredited legal assistant program or possession of a legal asst. certificate)

20220 Cartographic Specialist (Completion of one year of technical/trade school training in drafting, design, or cartographic drafting.

20610 Radiation Safety Specialist I (graduation from approved school or radiological tech.) (registered radiological technologist or nuclear medicine technologist)

20720 Medical Technologist (Registration as a medical technologist)

21002 Scientific Aide (two years of college coursework in geology, engineering, biology or chemistry)

21059 Electrical Engineer Technician (Graduation from an accredited vocational/trade school or junior college with a major in the electrical or electronics trade)

[21130](#) [Traffic Signal Technician](#) (Completion of two (2) years in a vocational, trade or technical school in the Electronics or Electrical field.)

21144 Electronic Technician (Two-year course in electronics including courses in digital electronics)

30405 Cultural Resources Assistant (two years of college in any field)

[40120](#) [Licensed Practical Nurse](#) (licensed by Alabama Board of Nursing)

[40320](#) [Dental Hygienist](#) (licensed by Alabama Board of Dental Examiners)

- [40512](#) [Physical Therapy Assistant](#) (Assoc. degree as a physical therapist assistant)
- [60331](#) [ABC Enforcement Agent](#)(one year of college with 3 courses in criminology, criminal justice, political science, sociology, or government may substitute for one year of the required two years experience in law enforcement)
- 60347 Investigative Technician I (An Associate's Degree in Criminal Justice, Criminology, Forensic Sciences or a closely related field may substitute for the required two years of experience in collecting and processing criminal intelligence data for a law enforcement or related intelligence agency)
- [61201](#) [Loss Control Specialist](#) (Bachelor's degree plus two years of experience in insurance property and casualty loss control/prevention or in related building construction.)
- 70107 Agricultural and Consumer Protection Specialist (Plant and Pesticide Option - 258) [An Associate's Degree or two years of college coursework, including at least three (3) courses in Chemistry, Biology, Plant Science, or a closely related field may substitute for the required two years of pesticide experience or experience in an agricultural related position such as producing, processing manufacturing, marketing, inspecting, or quality control of agricultural commodities.]
- 70107 Agricultural and Consumer Protection Specialist (Seed Analysis Option - 259) (High School Diploma or GED and two years of technical laboratory experience; Note: College coursework, including at least four (4) courses in Plant or Agricultural Science or a closely related field may substitute for the required experience on a year-for-year basis.)
- 70107 Agricultural and Consumer Protection Specialist (Gins and Warehouses Option - 301) [Two years of college with 1 course in accounting or math]
- [70107](#) [Agricultural and Consumer Protection Specialist](#) (Livestock & Poultry Option - 303) [Two years of college including at least four (4) courses in Animal Science or a closely related agricultural field]
- [70410](#) [Forest Ranger/Technician](#) (Associate's degree in forestry, forest technology, or a closely related field)
- [70510](#) [Lands Management Officer](#) (Associate's degree in Forestry, Forestry Science, Forestry Management, or a closely related field which includes courses in silviculture, mensuration, and fire control)
- [70705](#) [Biologist Aide I/II](#) (two years of college with a course in biology)
- [80401](#) [Barber](#) (completion of an approved program in barbering)
- 80411 Beautician I (graduation from a recognized Beauty/Cosmetology School, Possession of a license as a Cosmetologist by Ala. Board of Cosmetology)
- 90403 Welder (Successful completion of one (1) year prescribed coursework at a approved technical or trade school in Welding)

- [90405](#) [Auto Body Repairer](#) (Completion of a two-year trade school course in Body and Fender Repair)
- [90445](#) [Equipment Mechanic](#) (General Option - 003) Associates degree or certificate from an approved technical or trade school in diesel or auto mechanics
- [90552](#) [Maintenance and Repair Supervisor](#) (High School Diploma/GED, plus one (1) year of experience in a building trade or small engine repair OR trade school graduation in a building trade)
- [90597](#) [Plant Maintenance Supervisor I](#) (high school diploma or GED plus two years of experience in the operation and maintenance of commercial building, heating, cooling, and refrigeration equipment and in the maintenance and repair of buildings to include one year of supervisory experience.)
- [90582](#) [Electrician](#) (Graduation from a two-year vocational-technical school in the electrical trade may substitute for the required three years of apprenticeship in the electrical trade)

CLASSIFIED POSITIONS REQUIRING A HIGH SCHOOL DIPLOMA OR LESS

<u>Class Code</u>	<u>Title</u>
10103	Clerical Aide
10121	Clerk
10196	Administrative Support Assistant I
10310	Graphics Arts Operator
10920	Warehouse Worker (8 th grade and one year manual labor experience in a large warehouse)
11403	Employment Security Temporary Clerk (temporary job)
11706	ABC Sales Associate (Minimum age 21; possession of a valid driver s license)
20111	Engineering Assistant
20649	Animal/Vector Control Technician (high school diploma or GED)
20651	Environmental Health Specialist
20705	Pharmacy Technician
20901	Laboratory Aide I
30301	Teachers Aide
40102	Clinic Aide (High School diploma OR 10th grade and 2 years OR 11th grade and 1 year of health care exp. in a health care facility)
40111	Home Health Aide

- 40131 Mental Health Worker I (applications must be made at a State of Alabama Mental Health facility)
- 40310 Dental Assistant
- [40501](#) [Activity Program Aide](#)
- [60203](#) [Trooper](#) (meet minimum standards for law enforcement officers. Minimum age 21.)
- [60611](#) [Security Guard I](#)
- [60631](#) [Port Police Officer](#) (meet minimum standards for law enforcement officers. Minimum age 19.)
- [60637](#) [State Capitol Police Officer](#) (meet minimum standards for law enforcement officers. Minimum age 21.)
- [60710](#) [Correctional Officer Trainee](#)
- [60801](#) [Youth Services Aide](#)
- 70401 Forest Fire Lookout (8th grade and must have good eyesight and able to obtain a restricted radio-telephone license)
- 70610 Parks Worker (6th grade)
- 70620 Resort Worker
- [80101](#) [Custodial Worker I](#) (6 months exp. in janitorial work, grounds or maintenance)
- [80111](#) [Building Custodian I](#) (one year exp. in janitorial or maintenance)
- [80211](#) [Laundry Worker I](#) (8th grade)
- [80301](#) [Food Service Worker](#) (8th grade)
- 80310 Baker s Helper (8^h grade)
- [80321](#) [Cook I](#) (8th grade, plus 6 months in cooking or food preparation in a commercial or institutional kitchen)
- [90103](#) [Utility Laborer](#) (one year of semi-skilled work in a building or mechanical trade OR one year of semi-skilled work operating equipment such as tractors or forklifts)
- [90140](#) [Grounds Worker](#) (2 years exp. in grounds keeping and gardening work. (6th grade)
- 90147 Golf Course Maintenance Worker (6 months exp. in golf course maintenance)
- 90219 Underwater Bridge Inspector (Completion of a High School course in English and Math supplemented by graduation from a commercial diving school or equivalent military diving school.)
- [90241](#) [Transportation Worker](#) (Completion of the eighth grade)
- [90244](#) [Transportation Maintenance Technician](#) (Completion of the eighth grade.)

- [90428](#) [Service Patrol Operator](#) (High School Diploma or GED)
- [90564](#) [Traffic Sign Painter I](#) (Completion of one High School level course in english and math)

SOME CLASSES REQUIRING TWO YEARS OF EXPERIENCE OR LESS

<u>Class Code</u>	<u>Title</u>
10201	Telephone Operator I (High School Diploma or GED, plus six months of experience in the operation of a <i>large complex central switchboard</i> .)
10410	Data Entry Operator (High School Diploma/GED, plus six months of work experience in data entry or typing.)
10516	Programmer Analyst, Associate (003 - General Option) Two year degree (AS/AA) in Computer Science, Math, Information Technology or a related field, including 2 courses in programming plus two years of experience in computer programming utilizing high level languages to manipulate databases or files and produce output or reports
10516	Programmer Analyst, Associate (465 - Quality Management Option) Two year degree (AS/AA) in Computer Science, Math, Information Technology or a related field, including 2 courses in programming plus two years of experience in Quality Management activities such as Quality Assurance, Quality Control, or Configuration Management utilizing Quality Management tools and techniques, to analyze, verify, and validate software, and ensure programmatic changes will integrate with production.)
10582	IT Functional Systems Analyst (Bachelor's degree in Computer Science, Information Systems, or a related field <u>or</u> a Bachelor's degree in Business Administration or a related field with at least three courses in computer science or information systems, plus two years of experience in performing IT coordinator or office management functions and liaison activities, and user testing and/or functional systems training for information technology-related projects/agencies/departments)
10601	Account Clerk (high school diploma, plus 2 courses in accounting or 1 year of bookkeeping experience)
10605	Accounting Technician (High School Diploma/GED and completion of five (5) college-level accounting courses AND two (2) years of work experience performing accounting, bookkeeping, or fiscal clerical work. Note: Two (2) years of college in Business or a closely related field will substitute for each year of experience. No substitution will be allowed for the five (5) college-level accounting courses. Income Tax courses will not count toward the five accounting courses.)
10661	Budget Analyst (Bachelor's degree in Accounting, Business Administration, Economics, Finance, or Management, plus one year of professional

experience in one or more of the following areas: accounting; preparing budgets; monitoring fiscal operations; or performing financial/business calculations such as cost projections, revenue projections, investment yields, profit margins, and/or economic trends)

[10711](#) [Foreign Audit Specialist](#) (Bachelor's degree in Accounting, plus one year of professional level auditing experience in complex taxation or commercial accounting, including six months of experience in tax auditing.)

[10801](#) [Equal Employment Officer](#) (Bachelor's degree in a behavioral or social science field OR Bachelor's degree in any area, including four courses in civil rights and/or employment law, plus eighteen (18) months of experience in human resources or personnel administration, including responsibility for ensuring compliance with procedures, rules, and regulations OR eighteen (18) months of experience in equal employment or civil rights work)

[10901](#) [Canteen Clerk](#) (high school diploma, plus six months retail store exp.)

[10911](#) [Stock Clerk I](#) (high school diploma, plus one year's exp. in stockroom, including shipping and receiving)

10932 State Audit Inventory Officer (high school diploma or GED plus two years of experience in computerized property and inventory control work on a large scale or statewide basis.)

11001 Capital Receptionist (High School Diploma plus one year of experience in work involving contact with the public)

[11030](#) [Tourist Promotion Representative \(Welcome Center Option - 343\)](#) (High school graduation or GED and three (3) college courses in public relations, speech, Alabama History, marketing, hospitality management or a related subject, plus one (1) year of experience in promotional work with local or sat tourist or travel organizations, chamber of commerce, or radio, television, or newsprint OR High school graduation or GED, plus two (2) years of experience in promotional work with local and state tourist or travel organizations, chambers of commerce, or radio, television, or newsprint).

[11030](#) [Tourist Promotion Representative \(Tourism Option - 345\)](#) (High School Diploma or GED plus completion of three (3) college courses in public relations, speech, Alabama history, marketing, hospitality management, or a related subject plus one year of experience in promotional work with local or state tourist or travel organizations, chambers of commerce, or radio, television, or newsprint OR High School Diploma or GED plus two (2) years of experience in promotional work with local or state tourist or travel organizations, chambers of commerce, or radio, television, or newsprint.)

1047 Audiovisual Specialist I (High diploma or GED, plus six months of progressively responsible experience in video production and audio communications work)

[11102](#) [Statistician](#) (Bachelor's degree with courses in statistics, computer

science and mathematics and one year of responsible experience in the analysis and presentation of statistical data. Note: A Master's degree with courses in statistics, computer science and mathematics can substitute for the required one year of experience)

[11109](#) [Labor Market Analyst](#) (Bachelor's degree including two college courses in statistics and one college course in mathematics, plus two years of experience in the statistical analysis of applied data, for example, labor market analysis or survey research analysis)

[11201](#) [Loan Examiner I](#) (Bachelor's degree and one (1) year of professional experience in one or more of the following areas: consumer lending, consumer lending compliance regulation, consumer lending compliance management, accounting/auditing with a consumer finance institution, financial institution management, or bank safety and soundness regulation.)

[11202](#) [Loan Examiner II](#) (Bachelor's degree and two (2) years of professional experience in one or more of the following areas: consumer lending, consumer lending compliance regulation, consumer lending compliance management, accounting/auditing with a consumer finance institution, financial institution management, or bank safety and soundness regulation.)

[11211](#) [Bank Examiner I](#) (Banking Option - 340) [Bachelor's degree in Accounting, Finance, Economics, Business Administration, or a related field, plus one year of professional experience with a financial institution regulatory agency, federally insured financial institution, or other financial/fiscal establishment in one of the following areas: regulatory examination, internal bank auditing, loan underwriting/management, trust, asset-liability management, capital markets, or analysis/evaluation/audit of information technology or management information systems)

[11211](#) [Bank Examiner I](#) (Credit Union option - 433) (Bachelor's degree in Accounting, Finance, Economics, Business Administration, or a related field, plus one year of professional experience working in the credit union or other federally insured financial institution, or a financial institution regulatory agency in one of the following areas: regulatory examination, internal credit union auditing, load underwriting/management, assets-liability management, capital markets, or analysis/evaluation/audit of information technology or management information systems.)

11221 Insurance Consumer Complaint Specialist I (Bachelor's degree in Business Administration plus two years of experience in life and disability or property and casualty insurance work involving policy and contract interpretations, claim review, and underwriting responsibilities.)

[11231](#) [Insurance Examiner I](#) (Bachelor's degree in Accounting, Finance, Business Administration, Insurance, Actuarial Science, or closely related field and one year of professional accounting, auditing, finance or insurance experience)

[11280](#) [Special Agent](#) (Attorney General/Ethics Option - 443) [Bachelor's degree, plus two years' experience conducting economic criminal investigations with a law enforcement agency or regulatory agency. Note: Experience in conducting economic criminal investigations with a law enforcement agency or regulatory agency will substitute for the required bachelor's degree on a year-for-year basis]

11280 Special Agent (Financial Option - 391) [Bachelor's degree in accounting, finance, business administration or public administration including at least two college level courses in accounting, plus two years' responsible experience in financial examination and analysis of accounting records. Note: Experience in financial examination and analysis of accounting records will substitute for the required bachelor's degree on a year for year basis]

11280 Special Agent (Securities Option - 406) (Bachelor's degree in business or public administration, criminal justice, or a related major, plus two years' experience conducting economic criminal investigations with a law enforcement agency or securities regulatory agency. Note: Experience in conducting criminal investigations with a law enforcement agency or securities regulatory agency will substitute for the required bachelor's degree on a year-for-year basis]

11313 Agricultural Marketing Specialist (Bachelor's degree with a major in Public Relations, Communications, Marketing, Advertising, Agricultural Economics, or Agricultural Business plus one year of experience in the marketing and promotion of fruits, vegetables and nuts.)

11340 Foreign Trade Specialist (B.S. in business administration, international trade, marketing, economics, or a closely related field, plus at least 2 years of experience in the field of foreign trade with an emphasis in export trade, and three college-level classes in a foreign language or equivalent.

11354 Industrial Development Research Assistant (General Option - 003) [Bachelor's degree including at least two courses in economics, economic geography, statistics or business, plus one year of experience in the field of market or industrial research involving analysis related to industrial development]

11357 Economic Development Representative (Bachelor's degree in economic development, business administration, marketing, civil or industrial engineering, or a closely related field, plus two years of professional economic development experience to include one year working with industrial clients and assisting existing businesses. Necessary Special Requirements: A valid Alabama driver's license and the ability to obtain a passport. Extensive overnight travel is required.)

[11451](#) [Unemployment Insurance Field Deputy](#) (Bachelor's degree in Accounting or Business Administration from a four-year college or university, including completion of five (5) college-level accounting courses and at least two years of professional experience in auditing, accounting, or related business management)

[11501](#) [Docket Clerk](#) (High School Diploma or GED, plus two years of experience

in responsible legal clerk work such as court clerk, paralegal, or legal secretary.)

[11503](#) [Legal Research Assistant](#) (Graduation from an accredited legal assistant or paralegal program, possession of a legal assistant or paralegal certificate, and one year of experience in legal research work OR Graduation from a recognized school of law and eligibility to be admitted to the Alabama State Bar Examination)

[11921](#) [Administrative Analyst I](#) (Bachelor's degree, plus two years of experience in a professional position that requires conducting studies such as cost analysis, management analysis, systems and procedures analysis, feasibility studies, and methods analysis)

11934 Patient Accounts Manager (Bachelor's Degree in Business Administration, Public Administration, Hospital Administration, Health Services Administration, or a closely related field, plus two years of experience in analyzing health related data or utilizing statistical or data management techniques in insurance and other third party claims and collections processing in a health care setting, including one year of administrative or management experience)

[11672](#) [Military Construction Specialist II](#) (Bachelor's degree in Engineering, Building Science, Building Construction, or a related field plus two years of technical experience in construction)

[11743](#) [ABC Compliance Specialist I](#) (Bachelor's degree in any field plus two years of experience in the field of public relations or marketing program development)

[11943](#) [SEIB Communication Specialist](#) (Bachelor's degree in Business Administration, Public Administration, or a related field plus two years of experience in marketing health insurance programs for a large company or government entity such as a city, county, or state.)

[11949](#) [Health Insurance Assistant](#) (High school diploma or GED, plus one year of health insurance experience such as reviewing client applications to determine eligibility, updating client information, responding to client questions with a large company or a branch of government such as city, county or state)

[11950](#) [Underwriter](#) (General Option - 003) (Graduation from a four-year college or university with major coursework in Insurance, Accounting, Public Administration, or Business Administration, plus two years of insurance underwriting experience in the property or liability insurance field.)

11953 Claims Representative (General Option - 003) [Bachelor's degree in any field, plus one year of responsible experience in the adjustment of property or automobile claims] Experience above the minimum may be substituted for the required education on a year-for-year basis.

11953 Claims Representative (Liability Option - 383) [Bachelor's degree in any field, plus one year of responsible experience in the administration of liability claims] Experience above the minimum may be substituted for the required education on a year-

for-year basis.

- 11953 Claims Representative (Employee Injury Option - 398) [Bachelor's degree in any field, plus one year of responsible experience in the adjustment of workers' compensation claims] Experience above the minimum requirement may be substituted for the required education on a year-for-year basis.
- 11980 Departmental Program Manager (Bachelor's degree plus two years of professional experience in program management.)
- 20103 Design Assistant [High school diploma or GED, possession of a certificate in Computer-Aided Design (CAD), and one year of experience in CAD. Note: One year of experience above the required minimum may substitute for possession of the certificate in CAD.]
- 20130 Structural Steel Inspector (High school diploma and one year of structural steel inspection experience in bridge construction/fabrication. Possession of certified Welding inspector certificate required.)
- 20201 Photographic Laboratory Technician (high school diploma, plus 6 months experience in developing and processing film)
- 20205 Photography Technician I (High School Diploma or GED supplemented by coursework in photography and film processing, plus one year of experience in commercial or new photography.)
- 20220 Cartographic Specialist (High school diploma or GED, plus 6 months of technical experience in drafting or cartographic drafting to include drafting, design or computer graphic work on a CADD workstation OR Completion of one year of technical/trade school training in drafting, design, or cartographic drafting.
- 20461 Port Design Technician (High school diploma or GED plus two years of experience in design of structures and machines similar to those used at a port facility including two years of experience in the use of AutoCAD.)
- 20510 Consumer Services Specialist (Bachelor's degree and (1) year of experience in the investigation, analysis, and resolution of consumer complaints in a utility or governmental utility regulatory agency.
- [20672](#) [Environmental Engineering Specialist Sr. \(003 - General Option\)](#)
(Bachelor's degree in engineering plus two years of professional, post-degree experience in environmental engineering)
- [20677](#) [Soil Evaluator](#) (Bachelor's degree in Soil Science or a closely related field plus one year of experience in conducting soil classification using the National Soil Survey Standards)
- 20712 X-Ray Technician II (High school diploma or GED supplemented by special training in x-ray testing to include reading techniques and/or electrocardiograph techniques plus two years experience in the operation and maintenance of x-ray and other related clinic equipment)
- 20812 Chemist II (Bachelor's degree in chemistry or chemical engineering, plus

- two (2) years of experience processing and analyzing chemical solutions and samples)
[20854](#) [Forensic Pathologic Technician I](#) (High school diploma, plus one year of experience in assisting a pathologist or mortician in autopsies or embalming work)
- 21003 Conservation Construction Inspector I (Bachelor's degree in Building Science, Engineering, or Architecture, plus two years of experience in construction on construction inspection. NOTE: experience above the minimum can be substituted for the required education on the basis of two years experience for each year of college.)
- 21050 Agronomist (Bachelor's degree in Agronomy, Horticulture, or related field plus one year of experience in turf development and managements, landscaping development and management, or roadside vegetation development and management.)
- 21076 Geographic Information Systems Specialist, Senior (Bachelor's degree in Geometrics, Geographic Information Systems, Geography, or a closely related field, including the completion of at least tow college-level courses in Geographic Information Systems, plus 18 months of professional experience performing Geographic Information Systems activities)
- [21092](#) [Geologist II \(Hydrology Option - 035\)](#) Bachelor's degree in Geology plus two years of hydro-geological experience to include one year of field experience or Master's degree in Geology plus one year of hydro-geological field experience.
- [21092](#) [Geologist II \(003 – General Option\)](#) Bachelor's degree in Geology plus two years of experience in geology to include one year of field experience or a Master's degree in Geology plus one year of field experience in geology.
- [21092](#) [Geologist II \(Petroleum Geology Option - 194\)](#) Bachelor's degree in Geology plus two years of experience in petroleum geology to include one year of field experience or a Master's degree in Geology plus one year of field experience in petroleum geology.
- [21092](#) [Geologist II \(196 – Stratigraphy/Sedimentology Option\)](#) Bachelor's degree in Geology plus two years of experience in stratigraphy/sedimentology to include one year of field experience or a Master's degree in Geology plus one year of field experience in stratigraphy/sedimentology.
- [21110](#) [Radio Operator](#) (high school diploma, plus one year of experience operating a field or base two-way radio)
- [21121](#) [Police Communications Officer I](#) (Corrections Option - 032) [High school diploma or GED and 12 months experience operating a two-way radio]
- 21121 Police Communications Officer I (Forestry Option - 219) [High school diploma or GED and 12 months experience operating a two-way radio]
- [21121](#) [Police Communications Officer I](#) (Public Safety Option - 220) [High school diploma or GED and 12 months experience operating a two-way radio]
- [21130](#) [Traffic Signal Technician](#) (Completion of the 10th grade including two years of work experience performing electrical, electronics, and/or signal work.)

- [21133](#) [Traffic Signal Technician, Senior](#) (Completion of two years in a vocational, trade, or technical school in Electronics or Electrical field plus one year of work experience performing the maintenance, repair, inspection and installation of traffic signals)
- [21154](#) [Communications Technician I](#) (one year of experience in the repair of two-way radios/communication equipment.)
- [21156](#) [Communications Technician II](#) (graduation from technical/trade school in electronics plus one year of experience in the repair of two-way radios or high school diploma/GED plus two years of experience in the repair of two-way radios.)
- 21210 ALDOT Environmental Specialist (Planning Option -215) [B.S. degree in Public Administration, Political Science, Economics, Planning or Urban Studies OR B.S. degree in any major or two (2) years experience in managing environmental impact assessments in multiple transportation projects]
- 21210 ALDOT Environmental Specialist (Biology Option - 457) [B.S. degree in Ecology, Wildlife, Fisheries, Environmental Science, Botany or Zoology OR B.S. degree in Biology or Forestry with one advance level course in Field Biology or Plant Biology and one year of experience performing biological research in field biology research in field biology or plant biology OR B.S. degree in Biology or Forestry with two advanced level courses in Field Biology and /or Plant Biology]
- 21210 ALDOT Environmental Specialist (Archaeology Option - 458) [Bachelor's degree in Archaeology or Anthropology and one year of experience in archaeological field work OR B.S. degree in Archaeology or Anthropology and successful completion of a term in an archaeological field program from an accredited university or college and 6 months of experience in archaeological field work.]
- 21210 ALDOT Environmental Specialist (Cultural Resources Option - 459) Bachelor's degree with a major in architecture, architectural history, American studies, historic preservation or a closely related field AND one year of experience in a federal, state or other historic preservation program conducting architectural surveys or one year of full-time experience in research, writing or teaching American architectural history which includes Sections 106 and 110 of the National Historic Preservation Act with an academic institution, historical organization or agency, museum, or other professional institution OR Master's degree in architecture, architectural history, American studies, history, preservation architecture or historical preservation and 6 months of experience in a federal, state or other historic preservation program conducting architectural surveys)
- [21220](#) [Transportation Planner](#) (Bachelor's degree in any major plus one year of responsible experience in planning to include transportation planning, urban planning, and/or community planning in a state, federal, or local agency.)
- 30407 Museum Aide (High School Diploma or GED plus two years of experience in public relations or public contact work in a museum or historic site.)

30550 Arts Program Manager (Folk Art Option - 178) (Bachelor's degree in folklore, cultural resources, anthropology, or a closely related field plus two years of experience developing and managing work in a folk arts program in the promotion of arts and cultural resources for a city, county, or state, or for an arts center, university arts facility, art museum, or similar organization.)

30611 APT Services Coordinator (081-Art Option) (Bachelor's degree in graphic arts, commercial art, or a closely related field plus two years of experience in commercial art/graphic design or illustrating work in print, web, and/or broadcast.)

30661 Television Technician (146 - Network Operations Option) Graduation from an accredited junior college or technical school, plus one year of experience working with electronic, linear, and/or non-linear equipment maintenance and repair.

30677 Radio Fine Arts Specialist (Bachelor's degree in Music, Communications, Journalism, Public Relations, English, or Theater Arts including 2 courses in music plus two year of experience as a fine arts radio program producer)

40537 Occupational Therapist (Bachelor's degree in Occupational Therapy, and one year of experience as an Occupational Therapist)

[40663](#) [Nutritionist, Senior](#) (Bachelor's degree in Nutrition, Food and Nutrition, Dietetics, or Community Nutrition plus two years of professional nutrition experience or a Master's degree in Nutrition, Food and Nutrition, Dietetics, or Community Nutrition plus one year of professional nutrition experience.)

[40687](#) [Public Health Research Analyst I](#) (Bachelor's degree in any major including two courses in statistics plus two years of experience in conducting complex data analysis or Bachelor's degree in any major including two courses in statistics plus one year of experience conducting complex health-related data analysis)

[40721](#) [Emergency Medical Services Specialist](#) (Bachelor's degree plus two years of field experience providing pre-hospital emergency medical care)

[40726](#) [Licensure and Certification Surveyor](#)

MQ 1 Bachelor's Degree in Medical Technology or closely related field and two years of experience in a clinical laboratory performing testing in the specialties of immunohematology, hematology, serology, microbiology, and chemistry.

SPECIAL REQUIREMENT: Registration by the American Society of Clinical Pathologists as a medical technologist.

MQ 2 Bachelor's Degree in nursing, plus two years of direct patient care nursing experience. OR Graduation from an approved school of nursing with an associate degree or diploma, plus five years of direct patient care nursing experience.

SPECIAL REQUIREMENT: Current license to practice professional nursing as issued by the Alabama Board of Nursing.

MQ 3 Bachelor's Degree in Social Work in a program accredited by the Council on Social Work Education and two years of professional social work experience.

SPECIAL REQUIREMENT: Current license to practice social work by the Alabama

State Board of Social Work Examiners.

MQ 4 Bachelor's Degree in Nutrition/Dietetics and two years of professional clinical nutrition experience.

SPECIAL REQUIREMENT: Registration by the American Dietetic Association and licensed as a Dietitian/Nutritionist by the State of Alabama.

MQ 5 Bachelor's Degree in Pharmacy and one year of pharmacy experience.

SPECIAL REQUIREMENT: Current license to practice pharmacy in the State of Alabama as issued by the Alabama Board of Pharmacy.

MQ 6 Bachelor's Degree in Therapeutic Recreation or Recreation Administration and two years of professional experience in recreational therapy, mental retardation, or occupational therapy.

SPECIAL REQUIREMENT: Current registration as a Therapeutic Recreation Specialist by the National Council for Therapeutic Recreation.

[40762](#) [Health Services Administrator II](#) (Bachelor's degree in Health Services Administration, Public Administration, Public Health, Business Administration, Hospital Administration, or a closely related field plus, two (2) years of professional experience in a public health or health services agency including one year experience in supervision or program management.)

40741 Health Planner I (Bachelor's degree in Hospital Administration, Health Services Administration, Business Administration, Public Administration, or a closely related field PLUS one year of administrative experience in the planning or development of health care programs, facilities, and/or services)

[50335](#) [Drug Treatment Counselor](#) (Bachelor's degree, plus one year of experience in substance abuse counseling. Note: Substance abuse counseling experience above the minimum will substitute for the required degree on a year for year basis (minimum education: High School diploma/GED)

50337 Correctional Therapeutic Community Supervisor (Bachelor's degree in sociology, counseling, psychology, human behavior, guidance, or a related field, and one year of responsible experience in providing direct treatment service in a therapeutic community)

50339 Drug Program Specialist (Bachelor's degree in any field, plus two years of experience in substance abuse counseling)

[50348](#) [Interpreter I](#) (High school diploma/GED, plus one year of paid experience as an interpreter for the deaf and proof of possession of the following special requirement: Permit - NAD Level III or its equivalent approved by The Alabama Licensure Board for Interpreters and Translitterators)

[50349](#) [Interpreter II](#) (graduation from a standard senior high school or GED equivalency and three years of paid experience as an interpreter for the Deaf.)

[50350](#) [Interpreter III](#) (Bachelor's degree, plus one year of paid experience as an interpreter for the deaf, OR high school diploma/GED and five years of paid experience

as an interpreter for the Deaf and proof of possession of the following special requirement: License approved by the Alabama Licensure Board for Interpreters and Transliterators)

[50365](#) [District Early Intervention Coordinator](#) (Bachelor's degree in education, social science, behavioral science, health services administration, rehabilitation, nursing, or allied health occupations plus one year of experience providing Part C IDEA services to infants and toddlers, special education services to children under age six, or case management services to children under age six.)

50374 Rehabilitation Teacher (Bachelor's degree in Rehabilitation Counseling, Visual Disabilities, or a closely related field and one year of experience providing rehabilitation services to individuals with visual disabilities.) Opened continuous February 16.

[50420](#) [Medical Care Benefits Specialist I](#) (High school diploma/GED and one course in office practices, procedures or typing, plus two years of experience in medical assistance, health or social services work dealing with filing, processing and reviewing requests for benefit payments or medical insurance claims.

50520 Human Services Program Coordinator (Senior Services Option - 225) [Bachelor's degree and two years of experience in the development, administration, or provision of a program of social services]

50520 Human Services Program Coordinator (Youth Services Option - 226) [Bachelor's degree in social science and two years of experience working with youth community residential programs]

[50520](#) [Human Services Program Coordinator](#) (262 – Early Childhood/Pre-K Option) (Bachelor's degree with a major in Child Development, Early Childhood Education or a closely related field plus two years of responsible experience in preschool/pre-k administration and training or teaching preschool, pre-k, or kindergarten children.)

[50520](#) [Human Services Program Coordinator](#) (Children's Services Option - 442) [Bachelor's degree social science, business administration, public relations, advertising, government, economics, or a related field and two years of responsible experience in a social services agency and/or community outreach]

[50531](#) [Human Services Program Specialist](#) (Senior Services Option - 225) [Bachelor's degree in planning, public administration, political science, social science, or related field, plus one year of experience in community organization, program planning, and/or program operations]

[50531](#) [Human Services Program Specialist](#) (Children's Services Option - 442) [Bachelor's degree in planning, public administration, political science, social science, or related field, plus one year of experience in community organization, program planning, and program operations]

60320 Special Investigator (Bachelor's degree in criminal justice, business or

public administration, or a social science and one year of law enforcement experience conducting complex criminal investigations. Note: Additional experience beyond the one year minimum can be substituted for the education requirement on a year-for-year basis)

[60331](#) [ABC Enforcement Agent](#) (high School diploma or GED plus two years of experience in law enforcement)

60351 Criminal Intelligence Analyst (two years of college coursework plus two years of technical and professional experience in collecting and analyzing criminal intelligence data for a law enforcement or governmental agency.)

[60410](#) [Driver License Examiner I](#) (graduation from a high school or possession of a GED certificate plus six months of clerical experience)

[60501](#) [Fingerprint Classifier I](#) (High school diploma/GED, plus at least twelve months of experience in fingerprint classification. Note: Attendance in a standard course in fingerprint classification accepted by the Department of Public Safety can substitute for experience on a month-for-month basis.)

[60503](#) [Latent Print Examiner](#) (Bachelor's degree in social or natural science or a related field of study, plus two years of full-time work experience in latent print comparison and identification and Certification as a professional latent print examiner from the International Association for Identification. Note: Two years of the qualifying work experience may substitute for one year of the required college education)

60612 Security Guard II (High school Diploma or GED plus two years of experience in police or security work.)

60620 Search Party Assistant Dog Handler (High school diploma/GED, plus one year of paid experience in the training of tracking, hunting, guide, or search dogs)

[60609](#) [Youth Services Security Officer](#) (High school diploma/GED, plus one year of experience working in law enforcement or working with delinquent youth)

60811 Youth Services Counselor I (Bachelor's degree in Psychology, Sociology, Criminal Justice, or a related field plus one year of experience working directly with juvenile offenders or juvenile delinquents in a correctional setting.

60820 Youth Services Specialist (Bachelor's degree with a major in Juvenile Justice, Behavioral Science, Social Work, or a closely related field plus two years of professional level experience in juvenile corrections.)

[61311](#) [Land Reclamation Inspector II \(074 – Science Option\)](#) Bachelor's degree with major coursework in agronomy, botany, agriculture, forestry, biology, fish/wildlife biology, conservation, environment, silviculture, ecology, chemistry, water resources or a closely related field plus one year of experience in one of the above fields related to land reclamation or environmental restoration.

[61311](#) [Land Reclamation Inspector II \(037 – Mine Engineering Option\)](#)

Bachelor's degree with major coursework in mine engineering plus one year of experience in mining engineering or work closely related to planning and implementing

carefully engineered and executed mining designs, time tables, and associated plans.

61311 [Land Reclamation Inspector II \(036 – Geology Option\)](#) Bachelor's degree with major coursework in geology plus one year of experience in geology or work closely related to the study of rock and mineral formations and strata and properties associated with the occurrence of various geological structures.

61311 [Land Reclamation Inspector II \(035 – Hydrology Option\)](#) Bachelor's degree with major coursework in hydrology plus one year of experience in the practice of hydrology or work closely related to the study and analysis of water on land surfaces, in soil, and in underlying rock strata and water tables.

61420 Transportation Enforcement Officer I (Graduation from a standard senior high school or GED equivalent with one year of college coursework (30 semester or 45 quarter hours) in business administration, transportation, economics, law enforcement, or related field plus one year of responsible experience involving public contact in motor carrier operations and services or law enforcement.)

61640 [Elevator/Boiler Inspector](#) (High School Diploma or GED plus two years of experience in the maintenance, repair, installation, or inspection of boilers and pressure vessels and/or public elevators and similar equipment)

70180 Shipping Point Inspector (High School Diploma or GED plus one year of full-time experience in sampling or inspecting grain, produce, peanuts, tree nuts, or fruits and vegetables.)

70510 [Lands Management Officer](#) (high school diploma or GED plus two years of experience in timber and/or land management)

70643 Parks Operations Specialist (High school graduation or GED supplemented by the successful completion of two college courses in accounting or public and business administration, plus two years of responsible business or office experience in the areas of evaluating and determining insurance coverage and processing claims, property and inventory control work, or coordination of printing.

70801 [Conservation Enforcement Officer](#) (General Option - 003) High School Diploma or GED plus six months of experience participating in any area related to Conservation programs and their laws and regulations, to include activities involving game, fish, seafood, water safety, and parks.

70722 [Biologist II](#) (Inland Fish Option - 046) Bachelor's degree in Fisheries Management, Fisheries Science, Aquaculture, or a closely related biological field including two years of professional experience in inland fish research, management or aquaculture (qualifying experience includes work with fish, mussels, snails, and/or crayfish)

70722 Biologist II (Plant and Pesticide Option - 258) Bachelor's degree in biology, environmental science, ecology or a closely related field plus two years of experience conducting plant and pesticide biological research or enforcing pesticide related agricultural laws related to the manufacture, storage, sale and/or use of chemical

pesticides.

[70803](#) [Conservation Enforcement Officer Supervisor](#) (Wildlife Biologist Option - 461) [Bachelor's degree in Wildlife Management, plus two years experience in wildlife management and/or research OR Master's degree in Wildlife Management, plus one year of experience in wildlife management and/or research]

[80105](#) [Custodial Worker Supervisor](#) (completion of tenth grade plus two years experience in cleaning office buildings; one year of which must have been in a supervisory capacity)

80335 Resort Kitchen Manager I (High School Diploma or GED, plus two years of experience in kitchen management in a large scale restaurant or hotel with banquet facilities to include supervision of staff and preparation and inspection of food.)

[80341](#) [Steward I](#) (high school diploma, plus 2 years of experience preparing full course meals in a full service food establishment)

80356 Food and Beverage Manager II (Bachelor's degree in food and beverage management or a closely related field plus two years of experience in a responsible supervisory or administrative capacity in food service management in a multi-operational resort hotel or motel, including banquet and convention facilities)

90142 Grounds Maintenance Crew Leader (High School Diploma or GED, plus two years recent work experience in performing grounds keeping activities which must include caring for, planting, and cultivating plants and shrubs in landscaped grounds. Recent work experience is experience gained within the last ten years)

[90230](#) [Automated Transportation Systems Maintenance Specialist](#) (High School Diploma or GED and two years of experience in maintenance and repair in at least two of the following areas: Industrial, electrical, and mechanical systems OR Associates' degree in Industrial Electricity/Electronics and one year of experience in maintenance and repair in at least two of the above mentioned areas)

90234 Automated Transportation Systems Operator (High School Diploma or GED and one year of experience in the operation of electronic equipment, such as surveillance systems, motor controls, communications equipment, computer systems, or emergency power systems)

[90246](#) [Transportation Maintenance Technician, Senior](#) (completion of the 8th grade plus one year of experience in highway maintenance work at the level of a Transportation Maintenance Technician)

[90311](#) [Equipment Operator I](#) (Completion of 8th grade and one (1) year of experience in commercial truck/bus driving, heavy equipment operation, forklift, wrecker, or related experience.

[90422](#) [Aircraft Mechanic](#) (049 - Fixed Wing Option) High School Diploma or GED, plus two years of experience in the repair and maintenance of fixed wing aircraft.

[90445](#) [Equipment Mechanic](#) (003 - General) Completion of the 10th grade and

two years of experience in the maintenance and repair of heavy construction and/or automobile equipment.

90450 Equipment Repair Supervisor (High School Diploma or GED, plus two years of experience as a journeyman mechanic in the maintenance and repair of diesel and gasoline-powered equipment)

90501 Maintenance Repairer (one year exp. in general maintenance involving building, electrical, or mechanical trades)

[90503](#) [Plant Maintenance Worker](#) (Completion of 10th grade, plus two (2) years of experience in at least two (2) building trades.

90520 Mason (Completion of 10th grade and six months of experience at the level of journeyman or completion of an apprenticeship program in the mason trade)

90524 Mason Supervisor (High School diploma/GED, plus two (2) years of experience as a mason)

[90530](#) [Painter](#) (Completion of 10th grade and a two-year apprenticeship in the painter trade)

90532 Painter Supervisor (Completion of 10th grade, plus two years experience as a journeyman painter to include one year of supervisory experience in the painting trade.

[90552](#) [Maintenance and Repair Supervisor](#) (High School Diploma/GED, plus one (1) year of experience in a building trade or small engine repair OR trade school graduation in a building trade.

90554 Building Maintenance Supervisor I (High School Diploma/GED, plus two years of responsible experience in one of the building trades, such as carpentry, plumbing, masonry or electrical work, to include one year of supervisory experience in building construction or repair)

[90570](#) [Carpenter](#) (General Option - 003 High school graduation plus six months' experience as a journeyman carpenter) (Restoration Option - 375 High school graduation plus six months' experience as a journeyman carpenter on a recognized historic building restoration under the direction of a historical agency or foundation or an architect specializing in historic restoration)

90830 Correctional Industries Manager (Production Option - 252) [Bachelor's degree, plus two years of experience in production management including one year of experience in quality control and one year of experience in supervising technical and skilled personnel. Note: Experience above the minimum may be substituted for the education on a year-for-year basis.]

90830 Correctional Industries Manager (Sales Option - 253) [Bachelor's degree in marketing, business administration, or a related field, plus two years of experience in the sale of products to governmental agencies or other governmental institutions, including one year of experience in supervising a sales staff. Retail sales experience is NOT acceptable. Note: Experience above the minimum may be substituted for the

education on a year-for-year basis.]