



**State of Alabama Personnel Department**  
64 North Union Street  
Montgomery, AL 36130-4100  
**Phone:** (334) 242-3389    **Fax:** (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)  
Continuous Announcement

## LABOR ADMINISTRATIVE HEARINGS OFFICER – 11521

**Salary:** \$48,760.80 - \$81,813.60

**Announcement Date:** August 31, 2022

### **JOB INFORMATION**

The Labor Administrative Hearings Officer is a permanent, full-time position with the Department of Labor. Positions are located throughout the state. This is quasi-judicial work presiding at appeal hearings relating to unemployment compensation benefits and other types of administrative hearings within the scope of the Department of Labor.

### **MINIMUM REQUIREMENT(S)**

- For the promotional register, current, permanent status within the Department of Labor at the level of an Unemployment Compensation Specialist or higher
- Bachelor's degree from an accredited\* four-year college or university
- Four (4) years of professional experience working with unemployment compensation benefits

**OR**

- Graduation from an approved school of law
- One (1) year of professional experience working with unemployment compensation benefits with a state agency

### **NOTE(S)**

- Applicants must be specific about their unemployment compensation experience on their application. All periods of employment which included both employment service (ES) and unemployment compensation (UC) responsibilities must clearly include a statement identifying the percentage of duties that were UC benefits related.

### **EXAMINATION**

- Open-Competitive to all applicants and Promotional to current state employees in a job classification identified above.
- An evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register. An evaluation of Training and Experience as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://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.

Individuals currently on the register MUST reapply to remain eligible for employment  
Veteran's credits are NOT allowed on promotional examinations.

### **THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.