

**ALABAMA STATE PERSONNEL BOARD  
ALABAMA STATE PERSONNEL DEPARTMENT  
ADMINISTRATIVE CODE**

**CHAPTER 670-X-6  
RESPONSIBILITIES OF THE STATE PERSONNEL DIRECTOR**

**TABLE OF CONTENTS**

670-X-6-.01	Departmental Administration
670-X-6-.02	As Secretary To The State Personnel Board
670-X-6-.03	General Administration
670-X-6-.04	Maintenance Of Position Classification Structure And Pay Plan
670-X-6-.05	Administration Of Personnel Selection Procedures
670-X-6-.06	Training
670-X-6-.07	Legislative Liaison

**670-X-6-.01      Departmental Administration.**

(1) As executive head of the Department, to direct and supervise all its administrative and technical activities.

(2) To appoint all employees of the Department except the Director and the members of the Board, and to direct and control their work.

(3) To direct and control, under the customary financial procedures of the state, the expenditures for the Department.

(4) To designate an employee of the Department to act as his deputy, upon whom the powers and duties of the Director shall devolve in the absence of the Director or his inability from any cause to discharge the powers and duties of his office.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.02      As Secretary To The State Personnel Board.**

(1) To serve as secretary to the Board to see to the keeping of the minutes and records thereof, and in all other proper ways to facilitate the actions and proceedings of the Board.

(2) To prepare and recommend to the Board the rules prescribed in Code of Ala. 1975, §36-26-9, and any changes deemed desirable from time to time in such rules.

(3) To make such investigations as the Director may deem desirable with respect to the enforcement and effect of the Act and of these rules, and such special investigations as the Board may request and make special reports relative thereto.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.03      General Administration.**

(1) To establish and maintain a roster of all state employees showing as to each employee the class title of the position held, the salary or pay, any change in class title, pay or status, and any other necessary data.

(2) To make such administrative regulations as the Director may deem necessary not inconsistent with the Act and these rules, relative to matters involved in the administration of the personnel provisions of the Code.

(3) To administer and enforce the provisions of the Act and of these rules, subject to these rules and to appeal and review by the Board.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.04      Maintenance Of Position Classification Structure And Pay Plan.**

(1) To allocate each classified position to its appropriate job class in the classification structure, and to reallocate positions as conditions warrant, from job class to job class.

(2) To devise and recommend to the Board a compensation plan consisting of salary ranges, with classes assigned to ranges based on internal comparisons, private industry and/or other governmental entities, rules for the interpretation and application of the plan, and changes in such plan and rules from time to time as deemed desirable.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.05      Administration Of Personnel Selection Procedures.**

(1) To hold examinations, evaluate the qualifications of applicants, and to establish registers as needed, and to certify names of eligibles to appointing authorities for filling vacancies in the classified service.

(2) To retain, for purposes of assisting in the examination and scoring of candidates, the services of persons, without regard to their residence, who because of their experience or for other reasons have special acquaintance with the qualities or qualifications requisite for the positions under examination.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.06      Training.**

To cooperate with appointing officers and others in providing programs of training for employees, for employee welfare and improvement, for promoting employee morale, and for otherwise raising of standards of performance in the service in every practicable way.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§36-26-8, 36-26-20.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-6-.07      Legislative Liaison.**

To make such investigations pertaining to personnel, salary scales, and employment conditions in state service as may be requested by the Board, the Governor, or the Legislature.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-8.

**History:** Filed September 29, 1981. **Repealed and New Rule:** Filed May 20, 2015; effective June 24, 2015.