



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY

1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-556-7060
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JIM REDDOCH, J.D.
COMMISSIONER

ROXANNA T. BENDER, MS
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

JOB TITLE: Personnel Specialist II

NUMBER: 14-03

JOB CODE: H2000

POSITION NO.: 8836132

JOB LOCATION: Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway Northeast
Tuscaloosa, AL 35404

DATE: 02-14-14

SALARY RANGE: 68 (\$31,488.00 - \$47,757.60)

QUALIFICATIONS: Bachelor's degree in human resource management, business administration, public administration or a related field. Some experience (12 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

OR

High School Diploma or GED equivalency, preferable supplemented with courses in personnel, business, or public administration. Five years experience (60 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

KIND OF WORK: This is moderately difficult administrative work assisting in the direction of human resource management activities for a mental health facility. This position will assist in performing the duties in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certification, new employee processing and timekeeping/payroll functions. Maintains/monitors facility payroll system. Enters and retrieves data from personnel/payroll system. Maintains the maintenance of all personnel records, files, performance evaluation reports, longevity reports, and certifications. Provides advice and interpretation of State Personnel Board Rules, and Department of Mental Health and Facility rules, regulations and policies governing HR functions. Schedules and assists in conducting interview of applicants. Performs other related duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of Federal and State Laws, rules, and regulations pertaining to human resource management; Knowledge of State Personnel policies and procedures; Knowledge of employment selection devices such as structured interviews and written tests; Knowledge of federal rules and regulations as they relate to classification, recruitment, selection, and placement; Knowledge of interviewing techniques; Knowledge of computers and various software packages; Ability to read, interpret, and apply a variety of policies, procedures, and regulations; Ability to gather, correlate, and analyze facts and recommend solutions; Ability to effectively communicate orally and in writing; Ability to meet and work effectively with supervisors, associates, departmental employees, job applicants, officials, and the general public; Ability to work independently; Ability to analyze situations and exercise good judgment in solving problems

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum

qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **02-28-14** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. ***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”