



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Planning & Quality Assurance Specialist V **NUMBER:** 14-01
JOB CODE: Q5000 **DATE:** 01/03/2014
SALARY RANGE: 83 (\$64,077.60 - \$97,766.40) **PCQ#:** 8812569
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36104

QUALIFICATIONS: Master's degree in public administration, business administration, social work, special education, education, psychology, nursing, a human service field, or a social science that includes training in statistical analysis or research, plus extensive (72 months or more) progressively responsible administrative experience in intellectual disability and developmental disability programs.

KIND OF WORK: This is highly responsible professional and administrative work involving directing statewide certification staff for the Division of Developmental Disabilities for the purpose of surveying and certifying community programs in accordance with the Alabama DMH/DD Administrative Code. An employee in this position will be responsible for coordinating, monitoring, evaluating, and providing certification of approximately 1200 sites in the community providing services to individuals with intellectual disabilities. The employee will be responsible for establishing, implementing, and maintaining an inter-rater reliability process among certification staff to ensure that applicable regulations are interpreted and applied equitably among providers and sites that will include actual certification site visits with subordinates. The individual will provide recommendations and guidance to needed changes to regulations applicable to intellectual disability programs in accordance with national best practice standards for provision of services to individuals. The employee will collect and analyze information regarding certification site visits for the provision of identifying systemic problematic trends and opportunities for improvement and for providing data to Medicaid and CMS for waiver assurances.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of certifying, licensing, accrediting, and regulatory agencies and organizations applicable to human services. Knowledge of regulations and guidelines as they pertain to the provisions of service under the

Home and Community Based Waiver, and of Public Health and Alabama's Medicaid Program, including eligibility determination. Knowledge of management principles and the ability to supervise a moderate sized staff. Skilled in policy interpretation and decision making. Skilled in verbal and written communications. Ability to establish and maintain good working relationships. Ability to work with other certification personnel, committees, families, consumers, service providers, other agencies, and the general public. Ability to use a personal computer. Ability to travel in Alabama on a periodic and as needed basis.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance 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 official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application 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. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 28, 2014