



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
BRYCE HOSPITAL  
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Kimberly G. Boswell  
Commissioner

Audrey McShan  
Facility Director

## EMPLOYMENT OPPORTUNITY - REVISED

**JOB TITLE:** Personnel Specialist III

**OPEN DATE:** 09/01/2023

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Bryce Hospital  
Tuscaloosa, Alabama

**NUMBER:** 23-23  
**JOB CODE:** H3000

### SALARY

- Range 75 (\$46,900.80 - \$78,549.60 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in human resource management, business administration, public administration, or a related field.
- 36 months or more experience in professional personnel management.
- 12 months or more experience in a supervisory or administrative capacity.

### OR

- Completed a working test period as a Personnel Specialist II or Personnel Assistant III.
- 36 months or more experience in professional personnel management.
- 12 months or more experience in a supervisory or administrative capacity.

**KIND OF WORK**



- Coordinates the recruitment and selection of various merit and exempt classifications.
- Prepares disciplinary letters and represents management in pre-disciplinary conferences.
- Assists the Human Resource Director on various projects.
- Maintains and prepares various reports for staffing, budgeting, and quality assurance.
- Supervises and provides leadership for Personnel Specialist I.
- Provides advice and interpretation of State Personnel Rules, ADMH and Bryce policies to staff and applicants.
- Coordinates with the ADMH legal staff to assist with appeal hearings and EEOC complaints.
- Serves as the representative for Human Resources on the hospital's Policy Committee.
- Maintains Primary Source Verification for licensed staff.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of federal and state laws, rules, and regulations pertaining to human resource management.
- Knowledge of State Personnel policies, rules, and regulations.
- Ability to plan, organize, direct, and evaluate the work of others.
- Ability to read and interpret various federal and state guidelines and regulations.
- Ability to communicate effectively both verbally and in writing.
- Ability to coordinate and supervise various HR functions.
- Ability to work independently.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to meet, interact, and effectively work with supervisors, associates, division heads, employees, state and local officials, and the public.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, 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 and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.