



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 BRYCE HOSPITAL
 1651 RUBY TYLER PARKWAY
 TUSCALOOSA, AL 35404
 205-507-8000
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Audrey McShan
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Personnel Specialist I **OPEN DATE:** 09/27/2024
CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital **NUMBER:** 24-25
 Tuscaloosa, Alabama **JOB CODE:** H1000

SALARY

- Range 71 (\$39,312.00 - \$65,726.40 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.
- OR**
- High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration.
 - 36 months or more responsible clerical experience, including...
 - 12 months or more experience processing personnel transactions and records in a state agency or equivalent personnel office setting.

KIND OF WORK

- Maintains records and reports of personnel transactions, employee files, classification specifications, leave and attendance, performance appraisals, and wage and salary information.
- Enters and retrieves data from personnel/payroll system by using computer.
- Prepares correspondence in connection with a variety of personnel requests. rules regulations, and policies.



- Provides technical assistance to human resource staff regarding various personnel related functions.
- Answers questions and provides information to staff and to applicants seeking employment opportunities.
- Prepares, reviews, corrects, and processes personnel forms for employee appointments, promotions, demotions, reclassifications, separations, terminations, transfers, retirements, and other informational changes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer and various Microsoft Office packages and general office equipment.
- Knowledge of file maintenance and record keeping.
- Knowledge of mathematics to include addition, subtraction, multiplication, division, and basic statistics.
- Ability to prepare correspondence in connection with personnel requests.
- Ability to read and interpret state and federal rules, guidelines and departmental policies and procedures governing human resource management.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately complete records, forms, reports, and other documentation.
- Ability to analyze situations and exercise good judgment in solving problems.

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.