



Personnel Specialist III

Announcement Number	26-17	Job Code	H3000
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Employment Type	Full-Time
Job Location	Bryce Hospital Tuscaloosa, Alabama
Salary/Pay Rate	Range 79 (58,111.20 - \$97,716.00 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	07/31/2026
Close Date	Until Filled

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

Completion of a working testing period as a Personnel Specialist II or a Personnel Assistant III.

36 months or more experience in professional personnel management.

12 months or more experience in a supervisory or administrative capacity.

Key Responsibilities

- Coordinates and oversee recruitment and selection of various exempt and merit classifications.
- Prepares disciplinary letters and represents management during pre-disciplinary conferences.
- Assists the Human Resources Director on projects, initiatives, and departmental priorities.
- Serves as the representative for the Human Resources Department as a member of the hospital's Environment of Care Committee.
- Prepares and reviews job announcements for vacant positions to ensure accuracy and compliance with applicable guidelines.
- Schedules and coordinates interviews and meetings for recruitment and selection processes.
- Reviews and evaluates employment applications to determine candidates' eligibility and minimum qualification requirements.
- Collaborates with ADMH Legal Staff in the preparation and coordination of employee appeals and Equal Employment Opportunity Commission complaints.
- Reviews personnel files and records to ensure compliance with departmental and State Personnel policy and procedures.
- Interprets and provides guidance on State Personnel Rules, Alabama Department of Mental Health (ADMH) policies, and Bryce Hospital policies.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of federal and state laws, rules, and regulations pertaining to human resources 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 in a clear and concise manner.
- Ability to manage and supervise various personnel functions.
- Ability to prioritize multiple tasks while maintaining high attention to details.
- Ability to work independently.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to establish and maintain effective working relationships with supervisors, division heads, employees, state and local officials, and the public.

Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

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.**

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.

APPLY NOW