



Personnel Specialist I

Announcement Number	26-10	Job Code	H1000
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Employment Type	Full-Time
Job Location	Taylor Hardin Secure Medical Facility
Salary/Pay Rate	Rang 71 (\$39,312.00-\$65,726.40 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	03/06/2026
Close Date	Until filled

Minimum Qualifications

Bachelor's degree in human resource management, business administration, public administration or a related field.

OR

High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration.

36 months or more responsible clerical experience.

12 months or more processing personnel or payroll transactions and records in a state agency or equivalent personnel office setting.

Key Responsibilities

- Verifies, audits, and compares leave slips with schedules to post to semi-monthly timesheets.
- Enters all time into the computer payroll system.
- Records time on annual timecards and compares annual timecards with computer payroll system.
- Performs all payroll activities as well as prepares payroll exceptions and corrections including reviewing system runs for any rejections.
- Collaborates with the Payroll Supervisor to complete forms to document personnel actions and enter related data into computer payroll system.
- Completes and process forms, entries, warrant cancellation and supplemental payroll actions.
- Prepares various reports on a semi-monthly, quarterly, and annual basis.
- Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of computers and various Microsoft Office packages.
- 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 or payroll requests.
- Ability to read and interpret state and federal rules, guidelines and departmental policies and procedures governing human resource management or payroll.
- Ability to effectively communicate verbally and in writing.
- Ability to analyze situations and exercise good judgement in solving problems.

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