



## Planning & Quality Assurance Specialist I

<b>Announcement Number</b>	26-17	<b>Job Code</b>	Q1000
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Taylor Hardin Secure Medical Facility
<b>Salary/Pay Rate</b>	Range 71 (\$39,312.00 – \$65,726.40 Annually).
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	05/08/2026]
<b>Close Date</b>	Until Filled]

### Minimum Qualifications

Bachelor's degree in Public Administration, Health Administration, Business Administration, Statistical Analysis/Research, or a Human Service Field. Registered Nurses qualify with a bachelor's degree in Nursing.

12 months or more experience in data collection, data utilization, data analysis, or data reporting activities.

**OR**

60 months or more experience in performing the duties indicated above with the Department of Mental Health.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

### Key Responsibilities

- Provides monthly & quarterly reports of results from data collected.
- Collects data timely related to patient care, treatment, standards of care, & policies (data includes PRNs, Med reconciliations, core measures, med passes, EKG, labs, S&R).
- Coordinates medical, psychiatric, & CRNP peer reviews quarterly or assigned by Clinical Director.
- Assists in monitoring activities that support safety, care, & treatment of patients & ensures compliance with applicable standards.
- Collects, aggregates, & analyzes statistical data, trends, etc., pertaining to safety, care & treatment.
- Develops designated reports for presentation to internal committees & external stakeholders.
- Provides accurate data findings so that care improvement opportunities may be identified.

### Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of quality improvement concepts.
- Knowledge and experience in using a personal computer and related software programs.

- Knowledge of applicable standard requirements (e.g., Joint Commission, Medicaid, Medicare), department policies and other applicable state and federal requirements
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze information and recommend appropriate action.

### Necessary Special Requirements

- Possession of, or eligible for, license or certification, if required for the particular discipline.

### 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**