



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, AL 35401
205-366-3010 | FAX 205-366-3012
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Sonja Rawls
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Personnel Specialist II **OPEN DATE:** 01/26/2024
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper
Geriatric Psychiatry Center **NUMBER:** 24-01
Tuscaloosa, Alabama **JOB CODE:** H2000

SALARY

- Range 68 (\$35,793.60 - \$59,865.60 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 CE'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.
- 12 months or more performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

OR

- High school Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration.
- 60 months or more performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

KIND OF WORK:

- Assists in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certifications, and new employee processing.
- Enters and retrieves data from personnel/payroll system.
- Assists with maintaining or supervises the maintenance of department personnel records, files, performance evaluation reports, etc.



- Provides advice and interpretation of State Personnel Board Rules, and departmental rules and regulations.
- Initiates correspondence with applicants, employees, and others seeking employment.
- Assists with announcing vacancies and determines if experience and education indicated on applications meet minimum qualifications.
- Schedules and assists in conducting interviews of candidates.
- Provides technical assistance to supervisor or HR manager(s) regarding filing various exempt and/or merit system positions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal and state laws, rules, and regulations pertaining to human resource management.
- Knowledge of State Personnel policies and procedures.
- Knowledge of employment selection devices such as structured interviews and written tests.
- Knowledge of interviewing techniques.
- Knowledge of computers and various software packages.
- Ability to read, interpret, and apply a variety of policies, procedures, and regulations.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to effectively communicate orally and in writing.
- Ability to meet and work effectively with supervisors, associates, departmental employees, job applicants, officials, and the general public.
- Ability to work independently.
- 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)

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

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.

EQUAL OPPORTUNITY EMPLOYER