



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- REVISED

JOB TITLE: Personnel Specialist II

OPEN DATE: 04/19/2024

CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper
Geriatric Psychiatry Center
Tuscaloosa, Alabama

NUMBER: 24-01
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 or payroll 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 or payroll 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 meets 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

EQUAL OPPORTUNITY EMPLOYER



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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.

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