



## Personnel Specialist I

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| <b>Announcement Number</b> | 26-10 | <b>Job Code</b> | H1000 |
|----------------------------|-------|-----------------|-------|

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| <b>Employment Type</b>               | Full-Time                                                                                  |
| <b>Job Location</b>                  | Mary Starke Harper Geriatric Psychiatry Center<br>Tuscaloosa, Alabama                      |
| <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>                     | 07/10/2026                                                                                 |
| <b>Close Date</b>                    | 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, including 12 months or more processing personnel or payroll transactions and records in a state agency or equivalent personnel office setting.

### Key Responsibilities

- Prepares, reviews, corrects, and processes personnel forms for employee separations, terminations, transfers, retirements, and other informational changes.
- Maintains records and reports of personnel transactions, employee files, leave and attendance, payroll, and wage and salary information.
- Enters and retrieves data from personnel/payroll system by using a computer.
- Prepares correspondence in connection with a variety of payroll requests, rules, regulations, and policies.
- Provides technical assistance regarding various payroll-related functions.
- Performs timekeeping duties (e.g., enters payroll data, completes semimonthly timecards, monitors leave usage, tracks absences and leave slips; monitors leave accumulation, etc.

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

- Knowledge of computer 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 operate a variety of office equipment such as computer, copier, fax machine, typewriter, and telephone.
- Ability to analyze situations and exercise good judgment.

## 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**