



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 RSA UNION BUILDING  
 100 NORTH UNION STREET  
 POST OFFICE BOX 301410  
 MONTGOMERY, ALABAMA 36130-1410  
 WWW.MH.ALABAMA.GOV



Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Planning & Quality Assurance Specialist II      **OPEN DATE:** 12/06/2024  
**CLOSE DATE:** 1/17/2025

**JOB LOCATION:** Department of Mental Health      **NUMBER:** 24-72  
 RSA Union Building      **JOB CODE:** Q2000  
 100 North Union Street  
 Montgomery, Alabama 36130-1410

**SALARY**

- Range 74 (\$44,664.00 - \$74,673.60 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.
- 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**

- Master’s degree in Public Administration, Health Administration, Business Administration, or a Human Services field.
- 24 months or more experience in data analysis and reporting of health related outcomes.
- Current status as a Planning & Quality Assurance Specialist I with experience as listed above.

**OR**

- A licensed Registered Nurse with experience as listed above.

*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.*

**KIND OF WORK**

- Analyzes required data components related to the CCBHC Model of Care.
- Collects, assembles, and analyzes required quality measure reports both at the clinic and state level for submission of CMS and SAMHSA within required timeframes.
- Reports on CCBHC outcomes measures to SAMHSA.
- Works with CCBHC providers to ensure standardization in quality measures reporting requirements across all CCBHCs.



- Works with CCBHCs annually to administer and collect surveys around Patient Experience of Care Survey and Youth/Family Experience of Care Survey.
- Provides an analysis of findings using the required Behavioral Health Technical Specifications for yearly reporting requirements.
- Monitors data feeds coming into the population health data platform, troubleshoot data integrity issues, and analyzes data for completeness.
- Facilitates quarterly CCBHC Population Health data workgroups consisting of CCBHC providers, community agencies, internal and external stakeholders.
- Develops data goals to support process and outcomes improvements for CCBHCs statewide.
- Works with CCBHC national evaluation contractor to provide information on quality measures and other required data metrics relative to Alabama's CCBHC model.
- Provides training and technical assistance to end users on CCBHC quality measures reporting and other requirements of population health management.
- Complies, interprets, and analyzes data using statistical techniques and prepares data for presentations.
- Creates annual CCBHC infographics and reports to show effectiveness of the CCBHC model.
- Creates reports and summarizes in a meaningful and clear format for various audiences.
- Presents data for various groups.
- Prepares ad-hoc reports for evaluation and other purposes.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of Certified Community Behavioral Health Clinic (CCBHC).
- Ability to organize tasks and maintain excellent accuracy and thoroughness daily.
- Ability to maintain keen observation skills and identify errors and inconsistencies.
- Ability to provide customer service to varied and sometimes disgruntled stakeholders.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize and present data or training to various audiences.
- Ability to meet daily and monthly deadlines.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to operate a computer to include Microsoft Word, Excel, and various applications.

#### **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)

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**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.