



Administrator II (Alabama Behavior Analyst Advisory Council)

Announcement Number	26-28	Job Code	A1500
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Employment Type	Full-Time
Job Location	Montgomery, AL – Central Office
Salary/Pay Rate	Range 74 (\$45,556.80 - \$76,166.40 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	5/15/2026
Close Date	5/29/2026

Minimum Qualifications

Bachelor's degree in business administration, public administration, or a human services field
24 months or more in the mental health or public health field.

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

- Reviews, pre-screens, and assists with processing BCBA license applications for completeness and accuracy.
- Maintains organized electronic logs of all pending, approved, and renewed licenses.
- Prepares and sends renewal reminders and tracks renewal submissions.
- Receives, logs, and categorizes incoming complaints and prepares documentation for review.
- Maintains confidential complaint files in compliance with applicable laws and policies.
- Serves as the first point of contact for constituent phone calls and emails.
- Logs all constituent inquiries and monitors deadlines for timely responses.
- Assists with scheduling, task coordination, and general office operations.
- Maintains organized and secure electronic filing systems.
- Drafts meeting agendas, compiles materials, and prepares meeting packets.
- Coordinates logistics for Council meetings.
- Maintains updated records of Council member contact information and terms.
- Prepares draft appointment letters and tracks approval and filing processes.
- Ensures membership information is posted and updated on the Secretary of State's website.
- Maintains documentation related to the Corrective Action Plan and tracks compliance tasks.
- Assists with preparation for audits or reviews by external entities.
- Compiles draft reports summarizing Council activities, challenges, and needs.
- Tracks deadlines for required updates to the Commissioner's Office.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of confidentiality requirements and proper handling of sensitive information.
- Skill in organizing, tracking, and prioritizing multiple tasks and deadlines.
- Skill in using office software, digital filing systems, and database tools.
- Ability to review documents for completeness, accuracy, and compliance.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records and manage detailed tracking systems.
- Ability to interpret and follow policies, procedures, and administrative guidelines.
- Ability to collaborate effectively with staff, Council members, and external partners to support smooth operations.
- Ability to work independently while supporting collaborative team operations.

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