

Personnel Specialist I

Announcement Number	26-50	Job Code	H1000
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Employment Type	Full-Time
Job Location	Department of Mental Health 100 North Union Street Montgomery, Alabama
Salary/Pay Rate	Range 71 (\$40,099.20 - \$67,041.60 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	10/02/2026
Close Date	10/16/2026

Minimum Qualifications

Bachelor's Degree in Human Resource Management.

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 transactions and records in a state agency, or equivalent personnel office setting.

Key Responsibilities

- Prepares, reviews, corrects, and processes personnel forms for employee appointments, promotions, demotions, reclassifications, separations, terminations, and other informational changes.
- Reviews employee records for verification of information.
- Serves as back-up for HR staff during absences and provides telephone coverage as needed.
- Enters and retrieves data from an electronic personnel/payroll system.
- Explains a variety of policies and procedures to new, present, and separating employees.
- Prepares correspondence in connection with a variety of personnel requests, rules, regulations, and policies.
- Oversees the full lifecycle of employee service pin recognition, including verifying tenure milestones, maintaining accurate service year records, and coordinating timely distribution of service pins.
- Processes employment verifications for current and former employees in accordance with agency policy and confidentiality standards.
- Reviews, verifies, and completes Public Service Loan Forgiveness employer certification forms, ensuring accuracy of employment dates, position titles, and qualifying service requirements.
- Monitors and verifies required professional licenses and certifications for designated positions, ensuring employees maintain active, compliant credentials.
- Performs other related duties as assigned by the Personnel Specialist III, such as property inventory tracking, documentation assistance, and miscellaneous HR operational tasks.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of computer software applications to include proficiency in Excel, Word, Outlook, electronic fax systems, and typing to support daily administrative and HR functions.
- Skilled in data entry to include entering information accurately, efficiently, and with attention to detail.
- Skilled in maintaining an approachable demeanor to include creating a welcoming and supportive environment for employees and the public.
- Ability to learn and apply personnel procedures to include adapting to new HR systems, workflows, and regulatory requirements.
- Ability to maintain confidentiality to include protecting sensitive personnel and agency information in accordance with policy and legal requirements.
- Ability to work independently.
- Ability to meet deadlines to include prioritizing tasks and managing time effectively to ensure timely completion.
- Ability to maintain focus and accuracy to include completing assignments thoroughly while minimizing errors.
- Ability to handle frequent public interaction to include responding professionally to inquiries and providing clear information.
- Ability to work collaboratively as a team player.

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.

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