



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 – REANNOUNCEMENT**

**JOB TITLE:** Planning & Quality Assurance Specialist II      **OPEN DATE:** 12/06/2024  
**CLOSE DATE:** 12/27/2024

**JOB LOCATION:** Department of Mental Health      **NUMBER:** 24-63  
 RSA Union Building      **JOB CODE:** Q2000  
 100 North Union Street  
 Montgomery, Alabama 36130-1410

**SALARY**

- Range 74 (\$45,556.80 - \$76,166.40 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, or a Human Services field.
- 24 months or more in case management planning, care planning, counseling/therapy, or admissions and/or discharge planning in either a hospital, mental health facility, hospice agency, rehabilitation facility, or a nursing home setting.

**OR**

- 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.*

**SPECIAL REQUIREMENTS**

- This position requires the ability to work additional and flexible hours, including before and after the established work schedule, the day after some state holidays, and some occasional weekend work.
- Registered Nurses must have possession of a certificate of registration to practice nursing as issued by the Alabama Board of Nursing.



## **KIND OF WORK**

- Serves as a specialist in the Quality Assurance of the Omnibus Budget Reconciliation Act of 1987 (OBRA Pre-Admission Screening Program).
- Assesses screening applications, medical reports, and psychological data to identify suspected mental illness, intellectual disability, and related conditions, and initiates the Level II Evaluation process with Alabama's Level II contractors if any of the above diagnoses are identified.
- Provides daily technical assistance to referral sources, state agencies, and PASRR stakeholders.
- Serves as a trainer in organizing and conducting PASRR Training Courses as requested and processes monthly non-compliance reports.
- Processes Level II Tracking Reports and provides quality assurance reviews on Level II Evaluations.
- Processes monthly compliance audits for Medicaid-certified facilities.
- Provides back-up coverage for Quality Assurance Specialists as needed.

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

- Knowledge of OBRA PASRR regulations.
- Knowledge and understanding of psychotropic medications, mental illness diagnoses, mental illness indicators, Alzheimer's, and Dementia diagnoses, as well as intellectual disabilities.
- Ability to comprehend, interpret, and adhere to laws and regulations, procedures, and guidance from CMS, the Medicaid Agency, Public Health, and the Department of Mental Health.
- Ability to manage cases accurately in a fast-paced, high-productivity environment.
- Ability to maintain excellent focus and have an acute eye for detail.
- Ability to plan, multi-task, and prioritize heavy and consistent workloads for 67 counties.
- Ability to work independently, adhere to strict processing schedules, and work under pressure.
- 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 conduct PASRR training courses for large 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.

**EQUAL OPPORTUNITY EMPLOYER**