



MH Personnel Manager II (Bryce Director of Human Resources)

Announcement Number	26-25	Job Code	H5000
----------------------------	-------	-----------------	-------

Employment Type	Full-Time
Job Location	Bryce Hospital Tuscaloosa, Alabama
Salary/Pay Rate	Range 83 (\$74,296.80- \$125,304.00 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	04/24/2026
Close Date	05/08/2026

Minimum Qualifications

Bachelor's degree in Personnel/Human Resource Management, Business Administration, Public Administration, or related field.
 48 months or more experience in the field of human resource management, including...
 24 months or more supervisory experience.

OR

Completed a working test period as a Personnel Specialist III.
 48 months or more experience in the field of human resource management, including...
 24 months or more supervisory experience.

Key Responsibilities

- Plans, organizes, develops, coordinates, and implements a comprehensive personnel management program.
- Coordinates efforts to include various personnel functions, such as recruitment, selection, job placement, position classification, benefits, administration, and performance appraisals.
- Supervises professional and non-professional staff and conducts performance evaluations.
- Assesses employee situations that may warrant suspension or dismissal and provides recommendations to the Facility Director.
- Prepares suspension and dismissal documents as directed by the Facility Director.
- Hears pre-suspension conferences as the Facility Director's designee when employees request them.
- Approves written reprimands and warning letters submitted by Department Heads and Unit Directors.
- Reviews departmental requests for new positions or reclassifications and recommends actions to the Facility Director.
- Explains personnel rules and regulations to employees, with emphasis on department-level leadership.
- Advises Department Heads on classification, hiring, and related personnel matters.
- Assists in preparing information for State Personnel Board appeals, EEOC cases, and Federal Court cases.
- Maintains constructive relationships with official labor groups representing employees.
- Serves on standing and ad hoc committees as assigned by the Facility Director.
- Develops and provides in-service training to facility staff on Human Resource related subjects.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of classification, recruitment, selection, placement, employee training, and staff development.
- Knowledge of the principles and practices of public personnel administration, regarding applicable rules, regulations, policies, and State and Federal legislation.
- Knowledge of State of Alabama Personnel policies and procedures.
- Knowledge of relevant Federal and State employment laws and regulations, including FMLA, ADA, and E-Verify.
- Skilled in supervisory and management practices, including the ability to plan, direct, and review the work of others.
- Ability to remain objective, fair, and consistent in all situations requiring judgment or decision-making.
- Ability to interact effectively with professionals and community agencies in a courteous and professional manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather, correlate, and analyze facts, and recommend solutions.
- Ability to meet and work effectively with supervisors, associates, department employees, job applicants, administrative officials, and the public.

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