



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-462-4500  
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KIMBERLY G. BOSWELL  
COMMISSIONER

KIMBERLY MCALPINE,  
FACILITY DIRECTOR

## EMPLOYMENT OPPORTUNITY – REVISED REANNOUNCEMENT

<b>JOB TITLE:</b>	Personnel Manager II	<b>NUMBER:</b>	20-60
<b>JOB CODE:</b>	H5000	<b>DATE:</b>	March 19, 2021
<b>SALARY RANGE:</b>	79 (\$52,653.60 - \$80,210.40)	<b>PCQ#:</b>	8824196
<b>JOB LOCATION:</b>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404		

### 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.

### KIND OF WORK:

- Organizes, directs, and monitors human resources and staff development by reviewing the organizational structure, conducting staff meetings, monitoring expenditures, determining training needs, and coordinating efforts with other areas to provide optimal care for facility patients.
- Develops, implements, interprets, and monitors compliance with policies and procedures and federal and state laws and regulations, while ensuring compliance with the Joint Commission, CMS, and hospital standards.
- Manages the recruitment and selection process.
- Maintains and monitors credentialing and privileging files.
- Plans, organizes, develops, coordinates, and implements a comprehensive personnel management program.
- Provides recommendations to the Director on personnel needs, rules, policies, and may participate in the management process of the facility.
- Provides consultative services to other departments to ensure that policies, procedures, etc., are being followed and to enhance overall management of the facility.
- Supervises professional and non-professional staff and conducts performance evaluations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of public personnel administration, regarding applicable rules, regulations, policies, and state and federal legislation.
- Knowledge of classification, recruitment, selection, placement, staff development, and employee training.
- Knowledge of the budgeting process and demonstrated ability to operate within an established budget.
- Knowledge of interviewing and counseling techniques.
- Knowledge of management principles and practices.
- Ability to understand and ensure agency compliance with ADMH rules and regulations.
- Ability to collect, compile, evaluate, and present statistical data and other administrative data in an organized and meaningful manner.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, department heads, other state agency officials, professional groups/individuals, and the public.
- Ability to gather, correlate, and analyze facts, and recommend solutions.
- Ability to interpret and apply local, state, and federal laws, regulations, and policies relating to personnel, including but not limited to Family Medical Leave (FML) and Equal Employment Opportunity Commission (EEOC) requirements.
- Ability to plan, assign, and direct the work of others.
- Ability to use a personal computer, MS Office Software, the internet, and department specific software.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **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.

**DEADLINE: Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>  
Under Location for Application, select 'All Other Locations'