



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 AND MENTAL RETARDATION  
**BRYCE HOSPITAL**  
 200 UNIVERSITY BOULEVARD  
 TUSCALOOSA, ALABAMA 35401  
 PHONE (205) 759-0799  
 FAX (205) 759-0890



BOB RILEY  
 GOVERNOR

JOHN M. HOUSTON  
 COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**AN EQUAL OPPORTUNITY EMPLOYER**

DAVID BENNETT  
 HOSPITAL DIRECTOR

**JOB TITLE:** Personnel Specialist II

**NUMBER:** 913

**JOB CODE:** H2000      **SALARY RANGE:** 68 (\$27,993 - \$42,458)

**POS. #8801575**

**JOB LOCATION:** Bryce Hospital

**DATE:** 06-27-06

**QUALIFICATIONS:** Any combination of training and experience equivalent to: Bachelor's degree from a four-year college or university with a major in personnel administration, business administration, public administration, or a related field. Twelve (12) months responsible experience in professional personnel management. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

**KIND OF WORK:** Prepare job announcements and position approval paperwork for professional exempt hiring for three facilities (Bryce, Alice Kidd, and the Harper Center). Develop and prepare job descriptions (form 40) for new or replacement positions as needed. Review and evaluate applicant credentials to determine if they meet qualification requirements for position. Schedule and coordinate interview process and prepare packets for interview panel members. Prepare disciplinary actions and represent management in pre-disciplinary conferences and complaint and grievance hearings for three facilities. Review employees' incident reports and provide follow-up as required. Maintain and prepare various reports for JCAHO Standards. Serve on various committees as assigned. Represent facilities at Unemployment Compensation hearings as needed. Investigate and respond to EEOC complaints and provide all required documentation, i.e. copies of personnel files, policies, etc. Perform other related work as required by the Personnel Manager.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of Department of MH/MR rules and regulations. Knowledge of Alabama Personnel policies and procedures. Knowledge of pertinent Federal and State laws and regulations. Knowledge of the principles and practices of public personnel administration, regarding applicable rules, regulations, policies and State and Federal legislation. Working knowledge of JCAHO and Medicaid standards as they relate to personnel matters. Must be able to work independently and have the ability to plan, organize, and prioritize work activities. Ability to be objective and fair in all situations. Ability to interact with all levels of staff in a courteous and professional manner. Must be able to communicate effectively, both verbally and in writing.

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

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **July 14, 2006** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**