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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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JIM REDDOCH, J. D.
COMMISSIONER
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**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Personnel Specialist III

NUMBER: 13-49

JOB CODE: H3000 **SALARY RANGE:** 75 (\$41,258.40 to \$62,529.60)

POS.: #8801364

JOB LOCATION: Bryce Hospital

DATE: 11-7-2013

QUALIFICATIONS: Bachelor's degree in human resource management, business administration, public administration or a related field **OR** have completed a working test period as a Personnel Specialist II. Considerable experience (36 months or more) in professional personnel management. Must also have experience (12 months or more) in a supervisory or administrative capacity.

KIND OF WORK: Assist in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certifications, and new employee processing. Enters and prepare job announcements and position approval paperwork for professional exempt hiring for Bryce Hospital and the Harper Center. Prepare job announcements for new or replacement positions as needed. Review and evaluate applicant credentials to determine 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. Maintain Position Control and Staffing databases. Maintain and prepare various reports for staffing, budgeting and planning and quality assurance to ensure compliance with the Joint Commission/CMS standards. Monitor and maintain Primary Source verification on disciplines and credentialing of licensed staff required by the Joint Commission/CMS. Work closely with the DMH legal staff in responding to EEOC complaints and provide all required documentation. Provide training for new employees and supervisors. Serve as the representative for Human Resources on various committees. Perform other related work as required by the Human Resource Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of DMH policies and procedures. Knowledge of State of Alabama Personnel policies and hiring 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. Knowledge of the Joint Commission, Medicaid and Medicare regulations as they relate to personnel standards. 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. Ability to effectively communicate orally and in writing. Ability to use various computer software such as Excel, Word, and Power Point.

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 Or The Official Web Site www.mh.state.al.us. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** 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.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application