



ROBERT BENTLEY
GOVERNOR

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



JIM REDDOCH, J.D.
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Planning & Quality Assurance Specialist V **NUMBER:** 13-04

JOB CODE: Q5000 **DATE:** 05/24/2013

SALARY RANGE: 83 (\$64,077.60 - \$97,766.40) **PCQ#:** 8801912

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36104

QUALIFICATIONS: Master's degree in public administration, business administration, social work, special education, education, psychology, nursing, a human service field, or a social science that includes training in statistical analysis or research, plus extensive (72 months or more) progressively responsible administrative experience in mental health programs and supervising the work of others, including considerable (48 months or more) experience in quality assurance/quality improvement.

KIND OF WORK: This is highly responsible professional and administrative work in developing, directing and coordinating the methodology and systems for evaluation, analysis and enhancement of the statewide quality assurance program for mental illness and substance abuse. The employee in this position will be responsible for coordinating the Quality Assurance Task Force and Quality Assurance Committee; developing, coordinating and providing in-service education programs offered by the Joint Commission and other private vendors; reviewing policy standards and reports and recommending changes to the Associate Commissioner. The employee will also be responsible for reviewing each facility's survey reports of all external licensing certified and accrediting agencies and the overall quality assurance programs for mental illness and substance abuse. Supervision will be exercised over all MHSA quality assurance activities at the state and community level.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of mental illness programs and services. Considerable knowledge of licensing and accreditation regulations. Ability to establish and maintain effective working relationships. Ability to present ideas and recommendations in an effective manner. Extensive knowledge of English language

to include good grammar and proper work usage both orally and in writing. Good analytical skills. Ability to use computer spreadsheets (Excel) and database (ACSS). Ability to lead and conduct meetings in an efficient and effective manner. Ability to supervise employees working the QA Office, ability to conduct surveys, analyze results, and prepare summary reports.

METHOD OF SELECTION: Applicants will be rated on the basis of 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 this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: until filled