



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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JIM REDDOCH, J.D.  
COMMISSIONER

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

|                      |   |                |           |
|----------------------|---|----------------|-----------|
| <b>JOB TITLE:</b>    | Planning & Quality Assurance<br>Specialist III  | <b>NUMBER:</b> | 14-16     |
| <b>JOB CODE:</b>     | Q3000   | <b>DATE:</b>   | 9/26/2014 |
| <b>SALARY RANGE:</b> | 77 (\$45,501.60 - \$69,098.40)  | <b>PCQ#:</b>   | 8824345   |
| <b>JOB LOCATION:</b> | Department of Mental Health<br>Region IV Community Services<br>Highway 9/US 231 North<br>Wetumpka, AL |                |           |

**QUALIFICATIONS:** Master's degree in Public Health, Special Education, Social Work, Planning, Public Administration, Business Administration, or Psychology, plus considerable (48 months or more) experience in program planning and research.

*Preference may be given to those with experience in evaluating human service programs and work in a community setting.*

**NECESSARY SPECIAL REQUIREMENT:** Possession of, or eligible for, license or certification, if required for the particular discipline.

**KIND OF WORK:** This is responsible professional work in the planning and quality enhancement of developmental disabilities programs at the Region IV Community Service Office. Employees in this classification are responsible for providing organizational assessments; providing on-site consultation and technical assistance to community-based organizations; assisting in the development of quality enhancement programs; data collection and trend analysis; and assisting community organizations with staff training as it relates to quality enhancement programming. This position is also responsible for completing 100 consumer satisfaction surveys annually at a prescribed time that are chosen randomly. This position will require extensive travel within the Region IV catchment area.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the Alabama Department of Mental Health/Division of Developmental Disabilities' standards for Community Programs. Knowledge of state and federal regulations governing programmatic issues for community services. Knowledge of quality enhancement concepts, practices, methods, and models. Ability to articulate and apply theories that relate to "best

practices,” person-centered planning, and outcome planning. Knowledge of and ability to develop, implement, and evaluate policies and procedures. Ability to effectively communicate, both verbally and in writing. Ability to effectively organize, plan, and implement work independently. Ability to utilize a computer and software programs. Ability to compile, analyze data, and produce summaries and reports. Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.

**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](http://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: November 7, 2014**