



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

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

**JOB TITLE:** Staff Development Specialist III      **NUMBER:** 13-40  
**JOB CODE:** U5000      **DATE:** November 1, 2013  
**SALARY RANGE:** 72 (\$35,589.60 - \$53,995.20)      **PCQ#:** 8813361  
**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36130-1410

**QUALIFICATIONS:** Bachelor's degree in behavioral sciences, education, administration, or a related field **OR** have completed a working test period as a Staff Development Specialist II, plus considerable experience (48 months or more) in employee training and development. *Preference will be given for some experience (12 months or more) in the mental health field.*

**KIND OF WORK:** This is a highly responsible work in the area of employee training and development. The employee in this position will manage the department's learning management system so that the department can provide training in the most cost effective and efficient manner; coordinate and facilitate training for the community to include Provider Orientation, Conducting Serious Incident Investigations, and Nurse Delegation Program; coordinate and facilitate training for department employees to include State Personnel Training, mandatory training, and new employee orientation; function as the approved provider for issuing continuing education credits for specific courses and survey facilities to determine the most critical continuing education needs; provide technical support for audio-visual equipment during presentations and maintain and loan equipment; and coordinate Central Office employee notification of wellness events, insurance informational sessions, and optional retirement programs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the current issues, trends, principles, practices, and techniques of employee training and development. Knowledge of key areas in staff development to include new employee orientation, leadership development, succession planning, needs assessment, instructional systems design, and principles and methods of learning/training. Knowledge of distance learning techniques. Knowledge of continuing education credits, accreditation, board certification standards, and licensures. Knowledge of audio-visual equipment and other current technologies applicable to training and staff development. Knowledge of and ability to perform personal computer operations, including the use of word processing, spreadsheet, and database applications. Ability to effectively facilitate

meetings. Ability to work with and exhibit sensitivity to and understanding of diverse and cultural populations. Ability to exercise judgment, make decisions, establish professional contacts and organize time with minimal supervision. Ability to work independently or as part of a team. Ability to balance workload and multiple responsibilities and meet deadlines. Ability to communicate clearly and concisely, both verbally and in writing.

**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: Until Filled**