



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
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JAMES V. PERDUE
COMMISSIONER

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

JOB TITLE: Staff Development Manager **NUMBER:** 16-07
JOB CODE: U6000 **DATE:** 02/19/2016
SALARY RANGE: 76 (\$43,339.20 - \$65,690.40) **PCQ#:** 8813361
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Master's degree in the behavioral sciences, education, administration, or a related field **OR** currently working as a Staff Development Specialist III having completed a working test period for that class. Considerable experience (48 months or more) in employee training and development, including (24 months or more) supervisory or administrative experience. **Preference will be given for some experience (12 months or more) in the mental health field. Preference will also be given for 12 months or more experience in managing and developing training through an on-line learning system.**

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 comprehensive and quality training in a cost effective and efficient manner; coordinate training for community service providers to include Provider Orientation, Conducting Serious Incident Investigations, OBRA-PASRR, and Nurse Delegation Program; coordinate training for department employees to include State Personnel Training, mandatory training, and employee onboarding; function as the approved provider for issuing continuing education credits; partner with ADMH facility Staff Development Offices to offer technical assistance, resource sharing, and training coordination; develop online learning (eLearning) as appropriate to support the needs of ADMH staff and community providers; maintain and loan audio-visual equipment; and coordinate Central Office employee notification of events, activities, and other information that impacts ADMH staff.

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 employee onboarding, leadership development, needs assessment, instructional design, and principles and methods of learning/training.

Knowledge of technology used in the development of online learning (eLearning). 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 presentation, 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. **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