



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**

<b>JOB TITLE:</b>	Personnel Specialist I	<b>NUMBER:</b>	16-38
<b>JOB CODE:</b>	H1000	<b>DATE:</b>	11/18/16
<b>SALARY RANGE:</b>	61 (\$26,464.80 - \$40,252.80)	<b>PCQ#:</b>	8813180
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, Alabama 36130-1410		

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Human Resource Management; **OR** High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration, plus considerable (36 months or more) responsible clerical experience, including some experience (12 months or more) processing personnel transactions and records in a state agency or equivalent personnel office setting.

**KIND OF WORK:** This is entry level technical work assisting human resource management personnel at Central Office. The person in this position will provide technical assistance in various phases of human resource management to include preparing, reviewing, correcting and processing personnel forms for employee appointments, promotions, demotions, reclassifications, separations, terminations, and other informational changes. The person in this position will also be required to enter and retrieve data from an electronic personnel/payroll system by use of a personal computer. Work will involve providing assistance with processing performance appraisals; tracking various leave to include family medical leave and sick leave donations; maintaining employee files; serving as back-up for phone coverage in the absence of the Administrative Support Assistant; and performing other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Human Resource Management activities. Ability to interact with employees and other professionals inside and outside the department in a courteous and professional manner. Ability to understand and follow complex verbal and written instructions. Ability to collect and compile data and organize in report form. Ability to maintain confidentiality of sensitive information. Ability to plan organize and prioritize multiple work assignments. Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain multiple filing systems for reporting purposes. Ability to use good judgment and discretion in decision making. Ability to utilize a computer and various software packages in preparing correspondence and reports. Ability to work independently.

**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 Resources 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: December 2, 2016**