



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
 MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
 115 HARPER COURT
 TUSCALOOSA, AL 35401
 205-366-3010 | FAX 205-366-3012
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Sonja Rawls,
 MSN, BSN, RN
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Personnel Specialist II (Payroll Supervisor) **OPEN DATE:** 09/27/2024
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper Geriatric Psychiatry Center, Tuscaloosa, Alabama **NUMBER:** 24-11
JOB CODE: H2000

PAY RATE

- Range 74 (\$45,556.80 – \$76,166.40 Annually).
- Salary will be commensurate with experience. Limitations apply to current state employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE’s needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Human Resource Management, Business Administration, Public Administration, or a related field.
- 12 months or more experience performing technical work in the area of payroll in a state agency or equivalent personnel office setting.

OR

- High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration.
- 60 months or more experience performing technical work in the area of payroll in a state agency or equivalent personnel office setting.

KIND OF WORK:

- Enters and retrieves data from personnel or payroll system.
- Assists in the coordination of activities involving personnel transactions, payroll, certifications, and new employee processing.
- Maintains and/or supervises the maintenance of departmental files, longevity reports, or facility payroll records and reports.



- Provides advice and interpretation of State Personnel Board Rules, departmental rules, and regulations.
- Initiates correspondence with employees in response to payroll or timekeeping questions and concerns.
- Serves as a liaison between the Central Office and the mental health facilities regarding activities related to payroll.
- Performs all facility payroll activities in conjunction with human resources.
- Manages, directs, and supervises all facility payroll and timekeeping activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal and State Laws, rules, and regulations as applicable to payroll.
- Knowledge of State Personnel policies and procedures.
- Knowledge of computers and various software packages
- Knowledge of mathematics to include addition, subtraction, multiplication, division, and basic statistics.
- Ability to establish and maintain records, use coding and filing systems, retrieve and compile data, and develop reports.
- Ability to read, interpret, and apply a variety of policies, procedures, and regulations.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to effectively communicate verbally and in writing.
- Ability to meet and work effectively with supervisors, associates, departmental employees, officials, and the general public.
- Ability to work independently.
- Ability to supervise the work of others.
- Ability to analyze situations and exercise good judgment in solving problems.
- Ability to provide technical assistance to employees, timekeepers, and supervisors related to payroll.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:
https://laserfiche.alabama.gov/Forms/ADMH-Job-Application](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.