



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
BRYCE HOSPITAL  
1651 RUBY TYLER PARKWAY  
TUSCALOOSA, AL 35404  
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Kimberly G. Boswell  
Commissioner

Audrey McShan  
Facility Director

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Staff Development Specialist II  
**OPEN DATE:** 04/04/2025  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Bryce Hospital  
Tuscaloosa, Alabama  
**NUMBER:** 25-08  
**JOB CODE:** U4000

### SALARY

- Range 68 (\$36,508.80 - \$61,063.20 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 CEU'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 a human services field, human resource management, business administration, or a related field.
- 24 months or more experience in employee training and development or a teaching role, which must include experience in organizing training events, assessing needs, and evaluating training sessions.

**OR**

- Associate's degree in a human services field, human resource management, business administration, or a related field.
- 48 months experience performing duties as indicated above.

**OR**

- 72 months experience performing duties as indicated above.
- **Preference will be given for experience in the mental health field.**



## **KIND OF WORK**

- Facilitates and coordinates Staff Development training and instructions according to identified learning needs.
- Provides new employees with documents for new employee orientation and enroll new employees into new employee orientation in LMS.
- Serves as an instructor, providing orientation on critical job tasks for the facility.
- Reports course attendance to certifying bodies, mandated by provider requirements.
- Provides instructions, conducts orientations, and proctors tests as required.
- Prepares class schedules and agendas, assists with handout production and other classroom preparation.
- Manages Staff Development supplies and equipment, oversees inventory maintenance, and places orders as necessary.
- Sets up audio/visual equipment for departments upon request and offers support as necessary.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of accreditation criteria for providers of continuing education.
- Knowledge of the principles, practices, and techniques of employee training and development.
- Knowledge of the basic components of curriculum design and written learning objectives.
- Knowledge of the ADMH System.
- Ability to perform personal computer operations.
- Ability to communicate effectively with diverse audiences, both orally and in writing.
- Ability to proofread and correct the written work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to work independently and/or as part of a team.
- Ability to establish and maintain effective working relationships.

## **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)

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**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.

**EQUAL OPPORTUNITY EMPLOYER**