



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, AL 35404-1060
205-462-4500
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

Daphne Kendrick
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Personnel Specialist II
OPEN DATE: 10/03/2025
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama
NUMBER: 25-25
JOB CODE: H2000

SALARY

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

BENEFITS

- 13 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 performing technical work in the area of payroll in a state agency or equivalent personnel office setting.

KIND OF WORK

- Manages, directs, and supervises all activities of the Payroll Department.



- Prepares documents for employee separation, suspensions, and status changes and enters personnel actions in computer systems.
- Audits payroll documentation, semi-monthly and annual timecards.
- Maintains accurate records & input entries for employees on FMLA, Military Leave, & Donated Sick Leave.
- Serves as a liaison and timekeeper for contract staff.
- Prepares various reports on a semi-monthly, quarterly and annual basis with regard to payroll activities.
- Facilitates and maintains effective cross-training among staff.
- Provides other related duties.

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.
- Ability to work independently.
- Ability to analyze solutions and exercise good judgement in solving problems.
- Ability to provide technical assistance to employees, timekeepers, and supervisors related to payroll.
- Ability to supervise the work of others.

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>

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.