

The Alabama Department of Early Childhood Education (ADECE) will be hiring a Departmental Personnel Specialist for our Montgomery office to support the personnel needs of the agency.

1. Oversee timekeeping system and ensure all submissions are correct and timely, to include LoTrack system and Kronos and the entry of manual leave and/or time.
2. Maintain personnel files and maintain current roles and responsibilities for ADECE employees.
3. Participate in new hire orientation and creation of new employee records to include GHRS, insurance and transferred leave, when applicable. To include E-Verify, verifying RSA Tier status and to verify all forms have been correctly completed.
4. Create and distribute goals forms, pre-appraisal, probationary and yearly appraisal forms and ensure they are completed and sent to State Personnel as required.
5. Ensure exit interview, property GHRS screens are closed out as employees separate.
6. Assist HR Director in ensuring Policy & Procedures are updated and distributed to employees. Provide support to employees regarding questions as to policy.
7. Assist HR Director and Workforce Development Director at Job Fairs to promote the workforce of ADECE and its funded classrooms.
8. Verify the Leave Progression Start date for new hires to ensure accuracy.
9. Support Payroll Officer with yearly Longevity payout.
10. Other duties as assigned to fulfill the Personnel needs of the Department as determined by Supervisor.

This position requires meeting the qualifications for the State Personnel classification for Departmental Personnel Specialist – 10829 and must be on the register to be considered.

To be considered for this position, please forward your resume and letter of interest to:

Tammy Gibson, HR Director
tammy.gibson@ece.alabama.gov