SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17 CLOSING DATE: 10/18/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN COORD I - MEDICAL SCDC POSITION #: 012532
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MEDICAL SUPPORT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 E
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 038422 - $ 049591 SCEIS POSITION #: 61018947

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). THREE (3) YEARS EXPERIENCE IN STATE GOVERNMENT HUMAN RESOURCES PROGRAMS.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION THIS POSITION WILL COORDINATE THE HUMAN RESOURCES PROGRAM STATEWIDE FOR THE DIVISION OF HEALTH SERVICES WHICH INCLUDE BUT ARE NOT LIMITED TO PLANNING, IMPLEMENTING AND COORDINATING ACTIVITES RELATED TO ANNOUNCING ALL HEALTH SERVICES ANNOUNCED POSITIONS. SCREENS ALL PACKETS AND COORDINATES INTERVIEWS WITH THE SELECTING OFFICIALS. REVIEWS PACKETS POST INTERVIEW FOR ACCURACY AND KEYS SELECTIONS. SUBMITS SELECTIONS TO RECRUITING AND EMPLOYMENT BRANCH AND TRACKS PROCESS TO ENSURE TIMELINESS OF PROCESSING AND OFFER IS COMPLETED DUE TO THE URGENCY BASED ON THE MENTAL HEALTH LAWSUIT SETTLEMENT AGREEMENT MANDATES. RECLASSIFY POSITIONS, UPDATE POSITION DESCRIPTIONS, COMPLETE PAPERWORK FOR BUDGET UNIT CHANGES, PREPARE POSITION ACTION REQUESTS, AND PROVIDE DOCUMENTATION AS REQUIRED BY AGENCY STANDARDS. ENSURE PROPER ORG STRUCTURE PAPERWORK IS SUBMITTED. MUST SUBMIT RESUME IN ORDER TO BE CONSIDERED FOR THIS POSITION.