



## **Personnel Division**

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- Comprised of five fulltime staff members and one retired state employee, the ABC Personnel Division is responsible for the control of appointment, transfer, promotion, service, and separation of all employees of the ABC Board in accordance with State Personnel Department policies. This includes responsibility for employee file maintenance, wellness (illness/injury) monitoring, complaint resolution and management, payroll and benefits management, training and education, and disciplinary procedures.
- The ABC Personnel Division monitors compliance with updates related to ABC Board Policies, State Personnel Board Rules, Merit System laws, and federal regulations related to employment procedures. The division provides service to a large employee staff, in varied classifications related to stores operations, licensing and compliance, administrative, and executive management.
- The current focus of the Personnel Division is threefold in 1) identifying and remedying the need for employee training as it relates to customer service and mentoring to minimize turnover and maximize longevity of appointments; 2) Conducting one-on-one sessions with employees and the general public providing guidance for career planning and performance improvements; and 3) maintaining an actively engaged posture for employment forecasting and succession planning methods.

### **Recent Process Improvements**

Apr 2015	Montgomery Public Library Job Fair Participation
Feb 2015	ABC Sales Associate I designated as a Direct Appointment class
Jan 2015	Acquired Blanket Approval to backfill Warehouse Worker vacancies