



## **Payroll and Benefits Manager Nebraska Department of Health and Human Services**

### **Location: Lincoln, Nebraska**

The Department of Health and Human Services (DHHS) is seeking a high energy, self-motivated professional to join the Human Resources and Development team to provide oversight and guidance of the payroll and benefits processes for DHHS, an agency with 5500+ employees. The successful candidate will have strong communication, organizational, planning and analytical skills and demonstrate professional composure and a constant commitment to excellence. Fulfillment of the job duties described below will play a vital role in helping DHHS fulfill its mission of "Helping People Live Better Lives".

- Direct all payroll and benefits processes to ensure DHHS is in compliance with applicable rules, regulations and policies. Perform agency payroll certification. Serve as liaison with State Auditor's office on any audits involving DHHS payroll and benefits.
- Supervise a team of 12 staff members responsible for performing payroll processing. Review/monitor work products, review job performance and counsel/discipline as needed, train on various work processes, answer questions, and assist them in problem-solving payroll/benefits issues for the agency.
- Oversee software systems including KRONOS, Request for Personnel Action (RPA), Workday/ Employee Work Center, JD Edwards Enterprise One/ Payroll and Financial Center and OnBase, an enterprise content management system. Work with security access, system setup and testing, implementation of upgrades, and problem solve system issues.
- Lead efforts to create and share reports to assist Division Directors and other managers in incorporating personnel data into business and strategic planning.

**Requirements:** Bachelor's degree in: personnel/human resources management, organizational development, business or public administration, or a related field, and three years of progressively responsible personnel/human resources administration experience in a supervisory, administrative or managerial capacity. OR Experience coordinating or performing highly responsible personnel/human resource functions may substitute for the Bachelor's degree requirement on a year for year basis.

**Preferred:** Extensive experience in payroll and benefit administration. KRONOS, JD Edwards Enterprise One/Payroll & Financial Center, Workday/Employee Work Center, Microsoft Excel, and OnBase experience strongly preferred. Experience working with labor contracts and Federal/State labor and wage policies. PHR/SPHR or SHRM certification.

**Other:** Valid driver's license or the ability to provide independent authorized transportation.

The State of Nebraska complies with Nebraska's Veterans Preference Laws.

**For more information and to apply, please visit [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov) and complete an application on or before the closing date: 07/06/2015.**