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Creator: **Clark, Mandy**

* Required

* Requisition #: 201703128

* Department: Department of Administrative Services

Division:

* Class Spec: G17150 - Personnel Program Administrator

Working Title: Total Rewards Administrator

Desired Start Date:

* Hiring Managers: Bell, Margie

Job Term: PERM FULL TIME

List Type: Regular

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control	Position #	First Name	Last Name	Vacancy Date
	06580300	Joshua	Stafursky	05/30/2017

Skills:

Comments: Approval Attached

Authorization Comments: OK/VL 9/15/17

Dept of Transportation, EEO tracking: Not Applicable

Description: The Department of Administrative Services – State Personnel Division is seeking a confident, experienced HR leader to facilitate change and direct the operations of our Classification & Compensation and Recruiting program. The successful candidate will possess the ability to successfully collaborate, build relationships, and partner on strategic initiatives with our internal and external stakeholders.

Job duties: Work with leadership to understand current and future workforce needs and develop improvements to staffing processes like sourcing and selection • Develop and leverage key dashboard tracking analytics and impact metrics in order to grow a data-driven and technically skilled recruiting team • Partners with agencies to introduce alternative strategies, for example, technology, social media • Evaluate recruiting strategies/tactics in order to continually improve recruiting processes and the quality of talent recruited to state government • Oversee the design and make recommendation for dynamic compensation options such as the administration of the State's compensation program and concepts for base pay, variable pay, merit pay, compensation planning, and market analysis with a focus on continuous improvement • Present information, data and recommendations to senior leadership in a concise and accurate manner • Implement and interpret executive directives, understand and apply the State Personnel Rules and labor contracts • Understand the objectives, terminology, principles, and practices of public personnel administration, including State and Federal labor laws and regulations; • Directly supervise staff with the goal of promoting staff development and continuous learning • Address stakeholder concerns and resolve issues in a consistent, professional manner

Qualifications / Requirements: REQUIREMENTS: Bachelor's degree in personnel/human resources management, organizational development, business or public administration, labor relations, employment law, or a related administrative field, and five years of progressively responsible experience, specifically within an area directly related to the program assigned, in a supervisory, administrative, or managerial capacity (areas/programs include but are not limited to job classification and compensation, employee recruitment and placement, employee benefits, human resources information systems, or organizational/employee development). Additional years of progressively responsible experience in personnel/human resources administration or a related area may substitute for the Bachelor's degree requirement on a year-for-year basis. PREFERRED: Proven and successful experience managing full-cycle recruiting processes consisting of sourcing, screening, on-boarding, coaching, and terminating, and have a reputation for being a process-driver, leveraging efficiencies in the use of technologies, workflows, and process. Have an ability to work in a fast-paced and constantly evolving environment, be innovative and be welcoming to change, and be proactive and self-motivated working under minimal supervision.

Knowledge,

skills and abilities

Hiring rate of position 32.809

Is this position entirely or partially federally funded? (applies to permanent vacancies only) No

Is position exempt or non-exempt from overtime? Exempt from overtime pay

Date Approved by Hiring Manager (MM/DD/YYYY)

Closing date 9/26/2017

Indicate where the position is to be advertised. UNL, UNO, LHRMA

Advertising language

Location and address of position 1526 K Street

Work schedule M-F 8-5

Will position be filled by SOS? No

Will position be filled as agency temp? No

End date of temporary assignment

If part time, list hrs per week.

Other than ESS, will SOS employee need Enterprise One access? No

Reason position is being filled on a temporary basis. Not applicable

Dress code

Supervisor name/phone Margie Bell 471-2833

Is driving required? No

Approval 1: Budget / Finance - Martinez, Ann

Final approval

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
Total Rewards Administrator Approval.docx	09/12/17	Total Rewards Administrator Approval.docx	Delete

