



**NEBRASKA STATE GOVERNMENT
invites applications for the position of:**

Human Resources Manager

SALARY:	\$21.76 /Hour
OPENING DATE:	02/21/18
CLOSING DATE:	03/06/18 11:59 PM
JOB TYPE:	PERM FULL TIME
LOCATION:	Beatrice
DEPARTMENT:	Health & Human Services Department

DESCRIPTION:

The Nebraska Department of Health and Human Services has an exciting leadership opportunity for a Human Resources Manager to join our team and serve as the Human Resources Associate Business Partner for programs within the Beatrice State Developmental Center and Developmental Disabilities services. Successful candidates will be energetic, driven, customer-focused, self-motivated, have a high personal standard of integrity and share in our mission of "Helping People Live Better Lives."

EXAMPLES OF WORK:

The successful candidate will serve as a credible trusted advisor to employees and supervisors within the Division of Developmental Disabilities and at the Beatrice State Developmental Center in Beatrice, Nebraska; advise management on employee relations matters, policy interpretation, recruitment and retention; liaison with Developmental Disability Administrative staff and internal/external partners; and consult and partner with other HR team members across the state.

Successful candidates will possess outstanding writing skills, an attention to detail and an ability to manage many priority and projects all while building positive relationships with employees and supervisors. Some travel may be required.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Bachelors degree in business administration, public administration, office/administrative management, or a related area, and one year of experience performing or coordinating personnel activities. 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: Bachelor's degree in Human Resources or related field. 2-3 years' experience in Human Resources management including areas such as: Human resources practices and procedures; employee relations including investigation, discipline, grievances, and labor management; mediation and conflict resolution. Experience working with Labor Contracts and Classified System Personnel Rules and Regulations. Other: Valid driver's license or the ability to provide independent authorized transportation for work-related travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: human resources/personnel practices, procedures and terminology; state and federal personnel/employment laws; recruitment and hiring practices; and principles of progressive discipline.

Strong organizational skills and the ability to build and maintain positive working relationships; and excellent customer service skills. Ability to communicate effectively.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://statejobs.nebraska.gov>

1526 K Street, Suite 100
Lincoln, NE 68508

Position #60000567
HUMAN RESOURCES MANAGER
TK

Equal Opportunity Employer
