

Job Posting Template

Description

The Nebraska Department of Education (NDE) is looking for a positive, customer-service oriented person to be our **Payroll & Benefits Specialist**. This position facilitates the payroll and benefits administration for NDE employees.

Work in downtown Lincoln - the heart of the city! Check out our benefits tab above to see more reasons to join us at NDE! You can also check out our website: <https://www.education.ne.gov/>.

BUDGETED SALARY RANGE: \$18,180 - \$21,205 This range is based upon available budget funds. The selected candidate's skills, abilities, education, and experience will determine the salary offer within this posted range.

Examples of Work

- Completes onboarding activities for new, transferring, contract, and temporary employees to ensure the I-9, W-4, and direct deposit forms are complete and documented in the HR information system. Initiates contact with other State agency personnel to make sure transferring employees' benefits, payroll and leave balances transfer appropriately.
- Administers employee benefits program as provided by Administrative Services Wellness and Benefits Department. Initiates benefits enrollment of new staff by ensuring their employee record is complete and enrollment is completed on time. Provides technical assistance to new, transferring and existing staff concerning initial enrollment, making changes outside of open enrollment, and completing annual open enrollment.
- Processes all payroll, leave and benefits changes and adjustments in the Payroll and Financial Center and Employee Work Center and ensures necessary documentation is in the electronic personnel files. Verifies changes are completed prior to final payroll processing. Prepares annual salary and benefits letters for all NDE employees.
- Provides technical assistance to employees and supervisors regarding payroll, benefits, leave use and other policies and procedures as set forth in the NAPE Bargaining Agreement, NDE Personnel Rules and agency policies.
- Notifies Central Accounting and other agency personnel in regard to new hires, promotions, payroll changes and terminations.
- Prepares separation letters to include necessary payroll and COBRA benefits information for terminating employees. Meets with retiring employees to review the retirement process and ensures all necessary paperwork is completed.
- Facilitates the worker's compensation claims process and is the maintain point of contact with the insurance provider. Maintains accurate records and provides necessary information to NDE payroll and insurance carrier to ensure the employee receives proper payment, if applicable.
- Maintains NDE's personnel electronic filing system in OnBase and is in charge of system changes and updates.
- Processes human resources staff expense reimbursements and other accounts payable.
- Leads Agency charitable giving initiatives and supports employee recognition activities.

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- Assists Safety Coordinator with safety initiatives. (e.g., keeps quadrant employee lists, first aid kits, flyaway bags, and essential personnel contact information up-to-date).
- Possesses a valid driver's license, travels independently, and works in a variety of settings.
- Maintains regular and reliable attendance.

Other Duties and Responsibilities:

- Responds to employment verification requests.
- Assists with confidential personnel matters as needed to prepare correspondence, provide reports and correspond with payroll when disciplinary actions impact payroll.
- Assists with other new employee onboarding tasks (e.g., welcome baskets, orientation notebooks).

Extent of Public Contact:

- This position requires extensive contact with NDE and other agency staff, and some contact with the general public, internal and external stakeholders.

Qualifications/Requirements

Minimum Qualifications:

Associate's degree in a related field (Accounting, Business, etc.) and two years of experience related to the essential functions of the position. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Preferred Qualifications:

Bachelor's degree in related field (Accounting, Business, Human Resources). Experience providing technical assistance to internal and external customers. Experience with MS Office and Adobe Pro. Experience with the State of Nebraska HRIS systems. Experience handling confidential information. Notary certification.

Knowledge, Skills and Abilities

KNOWLEDGE:

- General understanding of labor laws and regulations.
- Formats used in written business communications.
- English grammar, spelling, and composition needed for correspondence.
- Computer software necessary to carry out job responsibilities.
- Types and uses of office equipment.
- Office management principles, methods, and procedures.
- Established policies, procedures, practices of the Nebraska Department of Education.

ABILITIES:

- Maintain confidentiality with personally identifiable information.
- Exhibit good listening and comprehension, with strong attention to detail.
- Exercise good judgment in structuring and organizing work and setting priorities.
- Communicate orally and in writing with agency staff and the public.
- Establish and maintain effective working relationships.
- Understand, interpret, and apply rules, administrative policies, and program guidelines.

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- Operate office equipment necessary to perform the required duties.