



NEBRASKA STATE GOVERNMENT
invites applications for the position of:

**HR Investigator and
Organizational Development
Consultant**

SALARY:	\$26.05 Hourly
OPENING DATE:	03/29/18
CLOSING DATE:	04/09/18 11:59 PM
JOB TYPE:	PERM FULL TIME
LOCATION:	Lincoln
DEPARTMENT:	Health & Human Services Department

DESCRIPTION:

The Nebraska Department of Health and Human Services is seeking an experienced HR Investigator who will be responsible for investigating and responding to human resources related issues, allegations and violations as well as providing assistance in interpreting and applying policies and procedures as they relate to legal compliance, performance and employee issues. Establish effective partnerships with DHHS leadership for the purpose of developing strategic plans to assess, diagnose and address human and system performance barriers to achieving business goals. Successful candidates will be energetic, driven, leaderful, self-motivated, have a high personal standard of integrity and share in our mission of "Helping People Live Better Lives."

EXAMPLES OF WORK:

Conduct internal HR investigations throughout the agency by reviewing documents and records, interviewing involved parties, preparing reports and providing appropriate recommendations; provide status reports to stakeholders on the progress of investigations, in terms of process and content, as well as recommendations for actions necessary; serve as a consultant to agency staff and administrators concerning applicable policies and procedures; provide facilitative leadership, consultation and support to DHHS leaders in the design, implementation and alignment of work with DHHS priorities and work culture principles; collaborate with DHHS leaders to identify and develop responses to system challenges; provide leadership and guidance on human resources projects related to legal compliance to ensure agreement on strategies and focus on strategic outcomes; analyze DHHS staff performance data to identify training and development needs; provide consultation and training to agency administrators, managers and

supervisors on performance management and other topics; and represent human resources in various forums and provide interpretation of applicable policies, statutes and regulations as well as performance improvement philosophy and approaches.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Bachelor's degree in: business/public administration, social sciences, adult education, organization development or a related field and two years of experience related to training, adult education or organizational development. OR experience coordinating or performing activities pertaining to adult education, training, process improvement, facilitation or organizational design may substitute for the Bachelor's degree requirement on a year for year basis.

PREFERRED: Master's degree in human resources, organization development, law or related field. Five years of experience with training/organization development and internal, workplace and/or EEO investigations, including compiling documentation, conducting research and/or involvement in employee relations activities.

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 labor relations. Strong organizational skills and the ability to build and maintain positive working relationships. Ability to communicate effectively and work with diverse groups from varied experiences.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

1526 K Street, Suite 100
Lincoln, NE 68508

Position #60001654
HR INVESTIGATOR AND ORGANIZATIONAL DEVELOPMENT
CONSULTANT
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Equal Opportunity Employer
