



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

Human Resources Recruiter

SALARY:	\$17.51 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 (DHHS) is seeking a self-motivated professional with the skills necessary to enhance recruitment and onboarding efforts. Primary qualities successful candidates will possess are strong communication, organizational, and interpersonal skills, the ability to build relationships and partner with business leaders at all levels and functions of the agency, and a capacity to create and maximize creative candidate sourcing methods. We are looking for individuals who are interested in being part of a dynamic team of Human Resources professionals with the mission to attract, develop and retain excellent employees.

EXAMPLES OF WORK:

In this position you will be responsible for facilitating HR processes in the areas of recruitment and selection including implementing onboarding strategies with the purpose of recruiting the most qualified candidates to fill our positions. You will serve as a strategic partner and trusted advisor to hiring managers throughout recruitment processes such as advising on employment laws and agency regulations, assessing business and talent requirements through intake meetings, developing accurate job postings and selection tools, sourcing applicants through cold calling and social media/internet searches, screening applicants and onboarding candidates. You will be responsible for ensuring a positive applicant experience throughout the recruitment and selection process, representing DHHS at regional career/job fairs, and building a network of candidates interested in joining the DHHS team and furthering our mission of "helping people live better lives."

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Two years of experience performing human resource/personnel work such as recruiting and orientating new employees; processing personnel/payroll transactions and maintaining related databases; or processing or assisting with grievances, disciplinary actions, and related fact-finding. OR One year of coursework or training in human resource management, personnel administration, or employee/labor relations, or other administrative discipline with emphasis in human resource management, personnel administration, or employee/labor relations.

PREFERRED: Previous recruiting experience preferred. Demonstrated track record of excellence in networking, sourcing and assessing talent. Proven relationship building and management experience with hiring teams.

OTHER: Valid driver's license or the ability to provide independent authorized transportation for work-related travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidate will have excellent communication, organizational and interpersonal skills and be able to work in a fast-paced environment. Ability to be proactive and "think out of the box" to identify process improvement opportunities. Skill in project management and simultaneously working with details and big picture ideas. Ability to work independently as well as on a team and with confidential information; learn applicable labor contracts, rules/regulations, DHHS policies and procedures to provide information to employees, supervisors and the general public. Must be reliable, responsible and dependable to job obligations with a willingness to take on responsibilities and challenges.

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

Position #60006798
HUMAN RESOURCES RECRUITER
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1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer
