



NEBRASKA STATE GOVERNMENT
invites applications for the position of:

**Human Resources Business
Partner**

SALARY:	\$25.15 Hourly
OPENING DATE:	05/01/18
CLOSING DATE:	05/09/18 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 in search of an experienced HR Generalist who will be responsible for the application of best practices, operational knowledge and human resources expertise and providing a wide range of HR support. The successful candidate will play a key role in the success of the organization by offering guidance on strategic recruitment, employee relations, performance management, labor relations and internal Investigations while contributing to constructing a blueprint for an evolving workplace dedicated to promoting positive working relationships in a dynamic environment. The State of Nebraska's Department of Health and Human Services is dedicated to "Helping People Live Better Lives."

EXAMPLES OF WORK:

Strategic HR consulting and demonstration of leadership in the areas of: complex employee relations, workforce planning, and change management; remain current and involved in strategic and targeted recruitment, employee relations and labor relations; analyze internal and external trends to develop solutions, programs, and policies for continuous improvement of the organization; proactively guide the development of organizational success to increase employee retention, engagement, effectiveness, and productivity; provide daily performance management guidance to employees, managers, and executives in improving organizational culture (e.g. coaching, counseling, career development, disciplinary action, grievances); identify training needs for business units and individual management coaching needs; ensure that training objectives are being met; provide guidance and interpretation regarding organizational policies, contracts, business unit restructures, and succession planning; establish positive working

relationships with other departments including legal; set the standards and expectations through personal integrity and composure; and participate in evaluation and actively monitor success of training programs. Travel may be required to meet with stakeholders.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Bachelor's degree in: personnel/human resources management, organizational development, business or public administration, or a related field, and three years of progressively responsible personnel/human resources administration experience in a supervisory, administrative or managerial capacity. OR 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: Master's degree in Human Resources, Labor Relations or related field. Five years of experience in Human Resources Management including areas such as Employee Relations, Labor, and Equal Employment Opportunity.

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; and excellent customer service skills. Ability to communicate effectively.

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

Position #25172007
HUMAN RESOURCES BUSINESS PARTNER
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1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer

Human Resources Business Partner Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree in: personnel/human resources management, organizational development, business or public administration, or a related field?
 - a. Yes
 - b. No
- * 2. Do you possess three years of progressively responsible personnel/human resources administration experience in a supervisory, administrative or managerial capacity?
 - a. Yes
 - b. No
- * 3. This classification permits a substitution of experience for education on a year for year basis. If you do not possess a complete Bachelor's degree in the areas mentioned in question 1, do you have four years of experience coordinating or performing highly responsible personnel/human resource functions to substitute the Bachelor's degree requirement?

a. Yes

b. No

- * 4. To be given credit, everything you say in these supplemental questions must be documented in the Work Experience or Education sections of the application form. Have you reviewed your application to be sure it contains enough information to support and verify your answers to these questions?

a. Yes

b. No

- * Required Question