|  |  |
| --- | --- |
| **Job Title** | Human Resources Coordinator - Employment and Employee Relations Manager |
| **Closing Date/Time** | Continuous |
| **Salary** | $69,617.60 - $116,567.36 Annually |
| **Job Type** | Full time/probationary or status |
| **Location** | Lincoln, Nebraska |
| **Department** | Human Resources Department |

This is highly responsible administrative and supervisory work coordinating the activities of the Employment Division of the City/County Human Resources Department. Work includes overseeing employee relations and recruitment and selection for all City and County departments. Works with the City Council, Mayor, County Board of Commissioners, City and County Department Heads as an assistant to the Human Resources Director.  
   
Work involves responsibility for developing and administrating the City and County Human Resources policies and procedures related to employee relations including disciplinary actions and performance management; employee recruitment and selection; and layoff; the Employee Assistance Program; and the Drug and Alcohol Programs.  
  
The position has responsibility for providing management and employee training; recommending new, and interpreting existing, human resource rules and regulations, City Code, County Personnel Rules, and labor contracts to subordinates and department heads; and designing strategies and collaborates with City and County departments to further diversity hiring, insure cultural competency, and the elimination of unintended bias'.  
  
Work is performed with considerable independence and is reviewed in terms of results obtained and total effectiveness of programs. Solutions to unusual problems and suggested improvements and modifications of human resource practices are made after conferences with, and upon approval of, the Human Resources Director. Supervision is exercised over subordinate employees.  
  
PHR, SPHR, SHRM-CP, or SHMR-SCP credential desired.  
  
Qualifications:  Bachelor's degree with major coursework in human resources, public or business administration, or related field; and at least 4 years of experience involving progressively responsible human resources administration including employment and employee relations; 4 years of supervisory experience of professional level staff; or equivalent.   
  
Review of applications will begin after April 5, 2019.