



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

Talent Acquisition Specialist

SALARY: \$18.39 Hourly
OPENING DATE: 05/02/19
CLOSING DATE: 05/15/19 11:59 PM
JOB TYPE: PERM FULL TIME
LOCATION: Lincoln
DEPARTMENT: Department of Administrative Services

DESCRIPTION:

The Nebraska Department of Administrative Services is searching for a Talent Acquisition Specialist to utilize diverse sourcing strategies to build pipelines and cultivate relationships with top talent and the agencies serving Nebraska citizens. Are you a social media guru? Are you energized by providing exceptional customer-focused solutions? Are you fulfilled by helping people get to where they want to be? If so, we would like to talk with you about joining our team! Treating others with dignity & respect – ethically sound – customer always the priority. Sound like you? This might be your perfect fit!

Job location is 1526 K Street, Downtown.

EXAMPLES OF WORK:

- The person selected for this position will promote and represent the State of Nebraska as a key employer in the State.
- Responsible for evaluating applicants' qualifications for a variety of employment opportunities.
- Leverage social media platforms and ATS (Applicant Tracking System) to develop and maintain relationships with potential candidates.
- Utilize best practices, resources and methodologies to actively source candidates to meet state staffing needs.
- Develop and sustain exceptional relationships through the recruitment lifecycle.
- Develop strategies to attract talent and promote a positive candidate experience.
- Provide talent acquisition subject matter expertise to state agencies.
- Participate in efforts to analyze and forecast staffing needs.
- Partner with state agencies for accurate and timely job postings.
- Coordinate effective and timely application flow between State Personnel and state agencies.
- Engage in continuous improvement efforts and training related to processes and personal development.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Two years of public contact experience in recruiting, screening, and placing applicants to include explaining job openings, application processes, and interviewing or screening qualifications of job seekers. Post high school coursework or training in human resource or personnel management, human relations, customer services, public communications, business or public

administration, or other administrative fields, may substitute for one year of the required experience.

PREFERRED: Bachelor's degree in human resources management or related field and/or HRCI – PHR/SPHR and/or SHRM-CP/SCP certification. SHRM Talent Acquisition Specialty Credential.

OTHER: Regular and reliable attendance is required for this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of personnel procedures, EEO policies and procedures, and employee interviewing and selection.
- Ability to maintain a high level of confidentiality,
- Make and justify decisions;
- Interact effectively with customers;
- Communicate effectively;
- Organize and adjust workloads to meet agency demands;
- Apply evaluation criteria in a consistent and fair manner;
- Perform work independently; and
- Make presentations to various audiences;
- Knowledge of ATS (Applicant Tracking Systems) and ability to effectively utilize ATS;
- Skill in actively sourcing passive job candidates through platforms such as Indeed and LinkedIn;
- Ability to develop and sustain positive, relational and continuous candidate experiences;
- Proven ability to utilize social media to effectively engage potential job candidates;
- Skilled in using data analytics to inform talent acquisition strategies and demonstrate ROI.

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

Position #06543208
TALENT ACQUISITION SPECIALIST
KS

1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer

Talent Acquisition Specialist Supplemental Questionnaire

- * 1. Do you meet the requirements? Two years of public contact experience in recruiting, screening, and placing applicants to include explaining job openings, application processes, and interviewing or screening qualifications of job seekers. Post high school coursework or training in human resource or personnel management, human relations, customer services, public communications, business or public administration, or other administrative fields, may substitute for one year of the required experience.

a. Yes

b. No

* Required Question