[Human Resources Specialist (Administrative Specialist I)](https://www.governmentjobs.com/careers/nebraska/jobs/2886414/human-resources-specialist-administrative-specialist-i?department%5b0%5d=Education%2C%20Department%20of&department%5b1%5d=Department%20of%20Education&sort=PositionTitle%7CAscending&pagetype=jobOpportunitiesJobs)

**Description**

The Nebraska Department of Education’s Office of Human Resources is looking for a **Human Resources Specialist** to join our dynamic team.  This position will facilitate bi-weekly payroll and benefits processes, ensure employee accounts are set up correctly and compliantly, and provide support to staff across the Nebraska Department of Education (NDE)

We are searching for a customer-focused individual with initiative and high attention to detail. A successful candidate in this position will be able to manage several workflows simultaneously, working independently and partnering closely with the Department of Administrative Services Accounting and Benefits teams, NDE’s Central Accounting section, and other internal and external stakeholders. This includes providing excellent customer service to our ~500 employees across the state of Nebraska, and championing NDE’s mission, vision, values and strategic priorities.

Due to the Coronavirus public health pandemic, telecommuting options will be considered.

Budgeted Salary Range:

$18.453 - $21.524 This range is based upon available budget funds. The selected candidate’s skills, abilities, education, and experience will determine the salary offer within this posted range.

**EEO**

NDE is committed to advancing equity, inclusiveness, and diversity in all that we do. As an Equal Opportunity/Affirmative Action Employer, we encourage applications from ALL qualified candidates and assure they will receive consideration for this position regardless of sex, race, color, national origin, religion, age, disability, veteran status, genetic information, marital status, sexual orientation, or gender identity.

**Examples of Work**

* Completes permanent verification and other onboarding paperwork (e.g. I-9, W-4, W-4N, direct deposit) and enters into appropriate system. Initiates contact with other state agency personnel to ensure benefits, payroll, and leave balances transfer appropriately.
* Processes all changes and adjustments to payroll, leave, and benefits and ensures necessary documentation is obtained and complete, then verifies changes are complete prior to final payroll processing.
* Administers State of Nebraska employee benefits program by initiating and monitoring benefits enrollment of new staff and providing benefits explanations and technical assistance related to open enrollment and changes outside of open enrollment.
* Notifies appropriate staff (e.g. central accounting) regarding new hires, promotions, payroll changes, and terminations.
* Provides information and technical assistance to NDE employees related to payroll, benefits, leave usage, and other policies and procedures. Establishes user accounts for JD Edwards and Kronos timekeeping system.
* Prepares and disseminates separation letters and meets with retiring employees to provide guidance on separation and retirement processes and ensure completeness and accuracy of necessary paperwork.
* Facilitates the workers compensation and unemployment claims processes and serves as liaison between providers, employees, and NDE. Maintains accurate records and provides information to ensure proper payment.
* Maintains NDE personnel electronic filing system and manages all system changes and updates.
* Processes orders for HR staff supplies, payments, and other staff documents.
* Possesses a valid driver’s license, travels independently, and works in a variety of settings.
* Maintains regular and reliable attendance.

Other Duties and Responsibilities:

* Responds to requests for employee verification.
* Prepares and delivers new employee welcome basket materials and orientation notebooks.
* Participates in cross functional human resources projects and initiatives.

**Qualifications/Requirements**

Minimum Qualifications:

Associate’s degree in a related field and two years of experience related to the essential functions of the position. Any equivalent education and\or work experience may be substituted in order to meet the minimum qualifications of the position.

Preferred Qualifications:

Bachelor’s degree in Human Resources or related field. Experience working with form I-9 compliance, providing technical assistance related to Human Resource topics, benefits and payroll administration, workers compensation, and HRIS systems.

**Knowledge, Skills and Abilities**

Knowledge:

* Payroll and benefit principles, processes, and policies.
* Workers compensation policies and processes.
* General understanding of HR functions, policies, and procedures.
* Applicable federal and state labor laws and regulations.
* Formats used in written business communications.
* English grammar, spelling, and composition needed for correspondence.
* Computer software necessary to carry out job responsibilities.
* Types and uses of office equipment.
* Office management principles, methods, and procedures.
* Established policies, procedures, practices of the Nebraska Department of Education.

Abilities:

* Advise agency staff and the public on agency policies and procedures.
* Plan, organize, and prioritize multiple tasks.
* Handle difficult and stressful situations with professional composure.
* Communicate orally and in writing with agency staff and the public.
* Establish and maintain effective working relationships.
* Maintain the confidential nature of information.
* Understand, interpret, and apply rules, administrative policies, and program guidelines.
* Operate office equipment necessary to perform the required duties.