**Nebraska Public Power District (NPPD)** has an immediate opening for a **HR Business Partner** located at **Cooper Nuclear Station**in**Brownville, Nebraska**.  An annual salary in the $70k - $90k range is anticipated. Position closes March 17, 2021 and applicants must apply online at www.nppd.com/careers.

**Position Summary**

The Human Resources Business Partner (HRBP) position is responsible for aligning business objectives with employees and management in designated business units. The position serves as a consultant to management on Human Resources (HR)-related issues. The successful HRBP acts as an employee champion and change agent. The role assesses and anticipates HR-related needs. Communicating needs proactively with our HR department and business management, the HRBP seeks to develop integrated solutions.

The incumbent provides first-line professional level and strategic HR support to business units in functional areas of HR including, but not limited to, employment, employee relations, coaching/counseling, workforce planning, workforce risk analysis, succession planning, and training on HR programs.  Acts as a consultant in the areas of behavior modification, conflict resolution, position profile development, and pay administration. Ensures compliance with all legal and corporate guidelines, policies, and procedures.

Incumbent is relied upon as a standard-bearer and champion of policy and process adherence for the District. Accountability, honesty, and trustworthiness are key attributes for individuals in this role.

HRBP I will naturally be a more transactional role while growing and developing into the more strategic role of an HRBP II. Oversight of activities will be necessary for individuals new to the HRBP I role as they develop towards the required independence of the HRBP II position. This requirement may limit flexibility in location opportunities as it will be key to have an HR support system in place and readily available for the HRBP I.

**Education, Training and Experience**

**HR Business Partner I:**

Bachelor's degree in human resources, business, or related field is strongly preferred. A combination of post-secondary education and direct HR experience (as described below) equivalent to 7 years may be substituted for the education requirement (Example: Associates = 2 years + 5 years' experience required).

For individuals with a Bachelor's degree, a minimum of two years direct HR-related experience working in areas such as recruiting, consulting, performance management, investigations, Equal Employment Opportunity Commission (EEOC)/Affirmative Action, American with Disabilities Act (ADA), and Fair Labor Standards Act is required.

**HR Business Partner II:**

Bachelor's degree in Human Resources, Business, or related field is required. Four years of direct experience as an NPPD HR Business Partner I may be substituted for the Education requirement.

A minimum of four years direct Human Resources-related experience working in areas such as recruiting, consulting, performance management, investigations, EEOC/Affirmative Action, American with Disabilities Act (ADA), and Fair Labor Standards Act is required.

**Licenses and/or Certifications**

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resources Management - Certified Professional (SHRM-CP), Society for Human Resources Management - Senior Certified Professional (SHRM-SCP), or other HR related certification is desirable.

Although not required, achievement of professional certification would demonstrate significant progress in career development and could be one of the determining factors towards advancement to HRBP II.

**Essential Duties & Responsibilities**

Serve as a consultant and strategic resource to internal customers in the following areas: behavior modification, conflict resolution, workforce and succession planning, workforce risk analysis, organizational development, harassment/discrimination, pay administration, and disciplinary issues. Assist in workforce investigations. Recommend solutions to Business Unit Managers concerning HR issues. Represent the business units at the corporate HR level. Collaborate with Compensation Business Partners in creating and updating position profiles.

Direct the recruiting process for open positions in the respective business unit by coordinating recruitment activities. Participate on interview teams, conduct new employee orientations, and serve as a resource to new employees with periodic follow-up. Administrate job offers and associated processing for new hires, transfers, and terminations, including exit interviews. Assist with Affirmative Action Program reporting requirements and utilize statistical information to develop recruiting sources. Maintains expertise for staffing within the supported business unit.

Assist with Worker's Compensation, Return-to-Work, and Long-Term Disability (LTD) cases. Identify situations of concern and coordinate resolution with the business unit and Family and Medical Leave Act (FMLA)/ADA and Worker’s Compensation Specialist. Act as an Employee Assistance Program (EAP) contact person and provide support in crisis situations.

Incumbent is expected to be skilled in the use of HR-related software programs (SuccessFactors; Systems, Applications and Products in Data Processing (SAP); SharePoint; etc.) and will utilize personnel information to develop routine and special reports for the business units. Will provide facilitation on the use of programs related to HR information.

Serve as a business unit expert regarding HR guidelines and regulations. Provide training on HR programs such as performance management, FMLA, sexual harassment prevention, and Equal Employment Opportunity (EEO) compliance. Provide coaching and serve as a resource to supervisors and provide training to all new supervisors. Proactively provide information on HR-related topics to leadership teams within the assigned business unit. Provide facilitation for departments for activities such as conflict resolution, goal setting, or survey follow-up.

Is an active member of the Business Unit leadership team while administering HR policies and procedures.  Provide support for special HR projects and fill in for other HR Business Partners as needed. Makes recommendations to Human Resources Management on how to improve processes throughout Human Resources relating to work responsibilities. Participate on special projects team and develop HR policies on an as-needed basis. Act in a training role for the organization as needed.

HRBP I is intended as a development role to prepare an individual to ascend to HRBP II and incumbents are expected to be actively working to obtain the skills and experience necessary to advance.

**HR Business Partner II:**

In addition to the above Essential Duties and Responsibilities, serve as a technical resource to the Human Resources Business Partner I. Creates and modifies policy/procedures and standards within Human Resources. Lead or co-lead special HR projects. Promote beneficial change and responsible for continuous process improvement within work responsibilities to align Human Resources and Business Unit goals, objects and needs.

*Accountable for other duties as assigned.*

**Core Competencies**

Customer Focus

Employees & Teamwork/Diversity & Inclusion

Integrity/Excellence

Public Service/Environmental Stewardship

Safety

**Salary Information:**Nebraska Public Power District offers a competitive starting salary with opportunities for growth.

**Pay Grade:**

HR Business Partner I - Exempt Pay Grade 11

HR Business Partner II - Exempt Pay Grade 13

**Typical Pay Grade Starting Salary Range:**

Exempt Pay Grade 11: $5,229 - $6,192 per month

Exempt Pay Grade 13: $6,609 - $7,826 per month

*During employment, the incumbent may be assigned to the Emergency Response Organization (ERO) that requires a response to Cooper Nuclear Station when an emergency is declared.  If assigned to the ERO, it may be a requirement to live within 45 minutes of Cooper Nuclear Station to perform ERO responsibilities in the event of an emergency.  Individual residency situations not complying with this requirement will be discussed further with candidates that receive an interview.*

**Travel Required:** Up to 25% (With no or minimal overnight stays, less than 3 per month, typically within state of Nebraska)  *Travel required may fluctuate by business need. This is an estimate and will be discussed further with candidates that receive an interview.*

Nebraska Public Power District offers a competitive starting salary and an excellent benefits package including medical and dental insurance, 401K retirement plan, paid holidays, paid vacation, paid medical, training opportunities and more.

If you are an individual with a disability and would like to request a reasonable accommodation as part of the employment selection process, please contact Human Resources at Nebraska Public Power District.

***Nebraska Public Power District is an Equal Opportunity Employer***