**Job Title:** Human Resources Generalist

**Supervisor:** Human Resources Manager

**Schedule:** 8:00 am – 5:00 pm, Monday – Friday, flexibility available

**Job Description Effective:** August 2022

**Hiring Rate:** $50,000 – $60,000 per year, commensurate with experience

**Job Description:** The Nebraska Public Service Commission is looking for a motivated, proactive, and innovative Human Resources Generalist. This position will provide support and manage the day-to day human resource activities while helping foster a workplace that includes caring, recognition, rewards, and appreciation.

\*\*\*\*\*This position is federally funded and is expected to expire in 2027. \*\*\*\*\*

**Job Duties:**

* Recruits and coordinates interviewing, screening, references, and documentation for staff hiring.
* Partners with Hiring managers to write job postings and contacts various employment/labor sources to locate applicants; conducts external recruitment activities, including attending job fairs.
* Develops, coordinates, and presents new hire orientation and benefits orientation to build a strong foundation for new employees and increase employee engagement.
* Guides and coaches leaders on employee performance evaluation programs, functions, or processes.
* Collaborate with Human Resources Manager and Executive Management in the development of personnel policies and procedures and advises management of various aspects of employment law including FMLA, ADA, fair labor standards and other federal and state regulations.
* Provide support in coordinating various employee/personnel related activities such as employee training, job safety/health activities, employee contribution/fund drive campaigns, and employee recognition/suggestion award events.
* Represents the Commission at various personnel and other conferences, and informational seminars.

**MINIMUM QUALIFICATIONS:**

**Required**: Associates degree in Human Resources Management, Business Administration or any discipline related to the work assigned. Two (2) years of experience performing human resources/personnel work. Experience may substitute for education on a year for year basis. Proficient with Microsoft Office. Ability to work independently and maintain confidential information.

**Preferred:** Bachelor’s degree in Human Resources Management or related field and two experience in human resources/personnel work. Possession of Human Resources certification including, but not limited to Society of Human Resource Management (SHRM) Certification and/or Professional in Human Resources (PHR). Knowledge of, or experience with, State of Nebraska personnel laws, rules and regulations.

**Knowledge, Skills and Abilities:**

Knowledge of personnel practices, procedures, and terminology; recruitment, interviewing, and hiring practices; the goals and requirements of record maintenance and confidentiality; federal personnel/employment laws; standard personnel, payroll, benefits, and related budgeting practices, forms, and requirements; standard employee/job safety and health practices; general labor/employee management relations requirements and practices.

Skills in active and empathetic listening, excellent interpersonal skills including social perceptiveness; extremely strong organizational and communication skills.

Ability to communicate with others, both verbally and in writing; exercise judgment, decisiveness, and creativity as needed to handle personnel matters; perform research to gather data and information such as that associated with personnel procedures, policies, methods, explanations, guidelines, laws, and operation manuals; interpret diverse personnel/employment policies, rules, and laws; learn State employment statutes, and the personnel programs and practices, and structure and functions, of the Commission.

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