

HR Total Rewards/Leave Specialist

Description:

Are you looking for a career opportunity where you can truly make a difference in the lives of teammates every day? This HR Total Rewards/Leave Specialist role provides support to teammates daily, making a real impact on their lives. The ideal candidate is someone who doesn't shy away from sometimes hard conversations with teammates who are down on their luck but also gets excited and energized about communicating the great benefits the State of Nebraska has to offer.

A day in the life of the HR Total Rewards/Leave Specialist is never the same, but, in this role, you will be part of a team where you support teammates through various leave options and processes, communicate total rewards to teammates while developing Agency specific programs, and coach leadership on the various leave and total rewards program guidelines and processes. The HR Total Rewards/Leave Specialist enjoys flexible scheduling options, a supportive and inclusive team environment where ideas and creativity flourish, a true sense of pride and purpose, and much, much, more.

At the Nebraska Department of Transportation (NDOT), we provide the best possible transportation system for the movement of people and goods by creating and maintaining life-changing transportation systems that connect people and communities, enhancing the quality of life for all Nebraskans and supporting the wonderful freedom to travel throughout our great State. Our culture is vibrant, and teammates feel valued as individuals and as part of our team. We hire good people who share our sense of pride and are excited to make a difference in the lives of fellow Nebraskans.

Job Duties:

- Support the Total Rewards/Leave Administrator, as well as the Payroll/Benefits Manager in a variety of capacities related to teammate Total Rewards programs at the Nebraska Department of Transportation (NDOT).
- Document, process, and maintain administrative procedures and related documentation for teammate Family Medical Leave, ADA, workers' compensation, catastrophic, and military leave in partnership with the Total Rewards/Leave Administrator. This includes monitoring and tracking open cases and leave usage.
- Works with teammates to ensure all relevant medical documentation is completed and submitted for timely review.
- Assist with processing completed physician certifications or re-certifications and return to work.
- Maintain complete and accurate records of leave and accommodation requests.
- Coordinate workers' compensation claims with the third-party administrator in partnership with the Payroll/Benefits team. Communicate regularly with teammates, follow up on claims, and answer questions as appropriate.
- Coach and train managers on leave policies and processes and engage with teammates in the interactive process related to accommodation requests.
- Participate in the development and execution of total rewards initiatives including event planning, serving as Agency and/or Division Representative, and developing the best ways to communicate programs with Agency teammates on a regular and consistent basis.
- Assist Total Rewards/Leave Administrator with managing the Agencywide Employee Rewards & Recognition Program.
- Provide administrative support for the NDOT Drug & Alcohol Program in partnership with the third-party vendor and serve as NDOT's Department Employer Representative (DER).
- Verify all invoices for payment approval relating to the NDOT Drug and Alcohol Program.
- Partner with HR Payroll/Benefits, Talent Acquisition, and Business Partner teams to respond timely to employment verifications.
- Partner with HR Payroll/Benefits team to audit employee benefits data and ensure data accuracy across both functions.
- Support annual open enrollment including coordination of collateral creation and scheduling events.
- May be responsible for regular execution or back-up of payroll processing. This includes collection and validation of inputs and error resolution, communication of payroll kick-off and approval processing

milestones, validation and balancing payroll, and processing changes to correct errors or provide updates.

- Answer teammate questions and provide information and general assistance regarding leave and related human resource programs, plans, policies, procedures, rules, and regulations.

Required:

- Two years of coursework or training in personnel management, business administration, public administration, or office/administrative or three years of related experience.

Preferred:

- Experience performing human resources work related to workers compensation, FMLA, ADA, Total Rewards, or benefits.
- Experience working with and advising customers from all levels of the organization on policies and procedures.
- High-level proficiency with Microsoft Excel (v-lookups, pivot tables, if/then formulas) and a proven ability to consolidate and work with large data sets with a commitment to accuracy.
- A self-starter who is highly organized and detail-oriented with proven success as someone with excellent follow-through.

Knowledge/Skills/Abilities:

- Knowledge and experience with Federal and State laws relating to HR.
- Excellent computer skills with emphasis in Word and Excel.
- Ability to communicate effectively both orally and in writing in order to provide information or training, give and receive instructions and diffuse difficult situations.
- Ability to manage multiple projects simultaneously and work in a fast-paced, dynamic environment.
- Proven ability to build/maintain effective and positive professional relationships and partnerships with all levels of an organization as well as internal and external customers.
- Ability to maintain confidentiality.
- Be a self-starter, highly organized, detail-oriented, and accurate with proven success as someone with excellent follow through.

Other:

- Regular and reliable attendance is required.

How to apply:

<https://www.governmentjobs.com/careers/nebraska/jobs/3739384/hr-total-rewards-leave-specialist>