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| **Human Resources Specialist – Classification/Compensation University of Nebraska – Lincoln** |
| **Description of Work** | Ranked as one of the Best Employers in the state of Nebraska, the University of Nebraska is committed to providing a work environment and culture that fosters personal and professional success and satisfaction. By joining our team, you will be given opportunities to grow as an individual and contribute to the significant impact that we make within the University of Nebraska community, Lincoln, and to Nebraska’s economy each year.  **We invest in our employees through:**  · Vacation, sick, and holiday pay  · Medical, dental, and vision insurance  · No-cost life insurance  · Employee Assistance Program  · Retirement plans  · Tuition assistance for employees and dependents  · Exclusive employee discounts  · Continuous improvement and innovation  · Professional development through training and education  · Embracing a diverse and inclusive workplace  · And many more!!  This position is located on the beautiful east campus. It is part of an inter-disciplinary human resources team serving the Institute of Agriculture and Natural Resources (IANR). The primary focus areas of this position will be classification and compensation of staff positions. Responsibilities will include meeting with hiring managers to understand their staffing needs, performing job analyses as appropriate and determining the necessary classification actions. They will create or revise job descriptions and prepare reclassification requests They will also determine appropriate hiring ranges for regular and temp hires and evaluate all compensation requests to ensure salaries are fair, equitable and appropriate. Other duties include reviewing retention requests, assisting with organizational changes and collaborating with other HR staff to create career paths. Will be responsible for identifying, developing, and implementing efficient, innovative, and effective human resources (HR) programs and services to assist IANR departments not only on east campus, but across the state. This position will work collaboratively with other members of the IANR HR team to develop and implement other HR programs and initiatives within IANR. They will work to ensure UNL’s full compliance with all regulatory requirements. **Flexible/remote work environment possible.**  The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: [**http://www.unl.edu/equity/notice-nondiscrimination**](http://www.unl.edu/equity/notice-nondiscrimination). |
| **Minimum Required Qualifications** | Bachelor’s degree plus four years of related human resources work experience; equivalent education/experience considered. Experience with writing job descriptions. Knowledge of labor laws, principles of employment and human resources practices. Familiar with word processing and spreadsheet applications. Excellent written and verbal communication skills. Strong interpersonal and customer relations skills |
| **Preferred Qualifications** | Previous experience with job classification. PHR or SHRM-CP Certification Ability to independently prioritize work, organize time, meet deadlines and multi-task. Detail oriented. Highly motivated self-starter with strong problem-solving skills. |

Applicant Review will begin on **October 17th**.

**To apply** click on the quick link below to apply directly to this posting: <https://employment.unl.edu/postings/82015>