Nebraska Department of Correctional Services – LHRMA Job Post Request

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| **Job Title** | **Type** | **Salary** | **Department** | **Location** | **Closing Date** |
| HR Generalist - Central Office | PERM FULL TIME | $20.64 Hourly | Nebraska Department of Correctional Services | Lincoln | 5/12/2023 11:59 PM Central |

**DESCRIPTION:**

Headquartered in Lincoln, Nebraska, the Nebraska Department of Correctional Services (NDCS) employs nearly 2,300 team members operating nine institutions, which house approximately 5,200 inmates, statewide.

The department's focus includes inmate programming and education, physical and behavioral health care, re-entry services, and community programs, and is accredited by the American Correctional Association (ACA). Candidates will model the NDCS Values of integrity, respect, compassion, growth, and excellence as we accomplish our mission, "Keep people safe."

Information about the Department can be found at: www.corrections.nebraska.gov. For Americans with Disabilities Act (ADA) accommodations, please contact ADA Coordinator Mike Carr at 402-479-5812 or [mike.carr@nebraska.gov](mailto:mike.carr@nebraska.gov).

**EXAMPLES OF WORK**

Provide training and guidance regarding human resource issues to NDCS employees and supervisors. Serve as back up to Classification and Compensation Manager; maintain personnel files, and computer-based HR records/databases. Maintain interviewing and selection records. Develop spreadsheets and databases with complex formulas and tracking. Assist with orientation of new employees. Conduct conflict resolution and/or mediation to resolve disputes. Interpret and advise Agency policy, State Classified Personnel Rules and Regulations, Labor Contracts, and Federal guidelines. Facilitate benefit programs, including open enrollment, qualifying events, loss of coverage, etc.

Originate NEOGOV job requisitions, screen and interview applicants to determine eligibility for hire. Process and respond to unemployment claims. Respond to requests for FMLA, Workers' Compensation, temporary duty status, and removal of discipline. Present essential information and documentation for re-hire requests, discipline and terminations of employment; draft responses for Executive Management. Represent NDCS at Agency HR functions, State HR meetings, conferences/hearings, etc.

**QUALIFICATIONS / REQUIREMENTS**

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

**PREFERRED**: Bachelor's degree in human resource management or related field AND at least two years of experience performing human resource/personnel work such as recruitment and orientating new employees; process personnel transactions and maintain related databases; or processing or assisting with grievances, disciplinary actions, and related fact-finding. Experience using KRONOS, Workday, Oracle, Cornerstone, and Microsoft Office.

**OTHER:** Applicants accepting a job offer must pass the following pre-employment exams in this order: medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Strong math aptitude skills. Ability to research, identify, analyze, evaluate problems, and recommend solutions. Self-starter, ability to work independently and as a team member, solution-based focus, highly organized, attentive to detail, and takes initiative. Must be able to multi-task in a fast-paced environment, work under pressure, and communicate effectively. Ability to independently prioritize work, organize time, and meet deadlines.