Position Title: Human Resources Manager – Nebraska State Penitentiary

Job Type: Permanent, Full Time

Closing: 05/05/2023 – 11:59 PM

Location: Lincoln, NE

Department: Nebraska Department of Correctional Services

**Description**

Hiring rate is $25.802/hour PLUS an additional $3.00/hour facility differential for hours worked. 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 more information call 402-471-2654. For Americans with Disabilities Act (ADA) accommodations, please contact ADA Coordinator Mike Carr at 402-479-5812 or mike.carr@nebraska.gov.

**Examples of Work**

Serves as the Human Resources Manager for the Nebraska State Penitentiary (NSP). This person will serve as HR expert/advisor on personnel policies and services, including labor contracts, answering questions and/or issues for managers and employees at NSP; proactively initiates and implements decisions/programs to address staffing trends; designs and implements new HR program services; coordinates the employee recruitment and selection process; provides technical assistance to managers/supervisors regarding employee actions, including disciplines and other alternatives for performance improvement; addresses employee grievance appeals and internal complaints; will investigate employee concerns/complaints; manages HR file systems and database systems to include personnel files, security records, recruitment, employee investigations; prepares and maintains accurate and up-to-date ACA accreditation files. Supervises an HR Assistant assigned to NSP.

**Qualifications / Requirements**

REQUIREMENTS: Bachelor’s degree in a related field. Experience may be substituted for education on a year for year basis.  
  
PREFERRED: Supervisory experience. Familiarity with State of NE classification system; State of NE personnel rules and regulations and labor contracts; demonstrated HR experience in working with 24-hour/7 days per week operations, with preference in serving as top HR advisor to Executive Management; experience with electronic timekeeping system, preferably KRONOS; knowledge of complex pay rules and pay calculations rates for 24-hour sites; experience in applying FLSA rules; experience with Nebraska LINK website. Experience with electronic personnel files, preferably OnBase software. Prefer certification as PHR.  
  
OTHER: Transcripts required prior to appointment. 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**

Must possess advanced computer skills, including MS Word and Excel. Ability to deal effectively with staff under stressful situations; effective oral and written communication skills. Demonstrated leadership skills. Experience in employee benefits; experience with employee counseling and disciplinary matters.