Job Position Title: Human Resources Payroll Assistant- Central Office

Job Type: Perm, Full Time

Closing: Continuous

Location: Lincoln, NE

Department: Department of Correctional Services

**Description**

Are you a highly organized and energetic self-starter with HR payroll, benefits and records experience?

If the answer is yes, then the Nebraska Department of Correctional Services (NDCS) invites you to apply for this position located at the NDCS Central Office! The individual will also serve as back up for processing payroll and benefits for other correctional facilities.

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.

Hiring rate of position: $16.513/hour - $24.629/hour. Pay rate may be commensurate with education and/or experience within fiscal constraints, if approved.

**Examples of Work**

Processes HR payroll and benefits for approximately 400 employees in Corrections facilities. Serves as back up for processing payroll and benefits for additional employees in other facilities.

The focus for this position includes: 1) Processes bi-weekly payroll and benefits to include accurate overtime calculations, premium pay rules, shift differential, FLSA, variety of leaves, insurance benefits, retirement. 2) Maintains personnel files, and computer-based HR records/databases, employee medical files, and security/background checks.

Other duties include: unemployment and workers compensation claims; FMLA and other various leaves, light duty assignments, and benefit changes; assisting with staffing/FTE usage reports; interpreting HR policies, Labor Contracts, State Personnel Rules and Regulations. As needed, participates in and/or supports Agencywide HR initiatives.

**Qualifications / Requirements**

REQUIREMENTS: One year of coursework or training in personnel management, business administration, public administration or office/administrative or two years of related experience.

PREFERRED: At least 2 years demonstrated experience of electronically processing payroll for 24-hour sites with systems such as KRONOS and State of NE Payroll and Financial System or general accounting experience. Demonstrated hands-on experience applying and interpreting overtime pay rules, premium pay rules, and FLSA. At least one year experience in interpreting, explaining, and processing employee benefits to include multiple leaves and rules, with preference given to State of NE benefits experience. Demonstrated experience in managing HR records and multiple HRIS databases. On-line recruiting/applications systems and automated personnel files experience. Experience in interpreting HR policies and labor contracts. Extensive experience in Microsoft Word and Excel.

OTHER: At the time of interview, selected candidates must provide reference contact information for at least two most recent employers. 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 Nebraska Corrections Training Program.

**Knowledge, Skills and Abilities**

Strong math aptitude skills. Ability to research, identify, analyze, evaluate problems, particularly payroll issues, and recommend solutions. Self-starter, solution finder, highly organized, attentive to detail, and takes initiative with a positive attitude toward work. 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.