Are you an HR professional who has a high personal standard of integrity and is passionate about the dedication to the success of our internal customers? The Nebraska Department of Health and Human Services (DHHS) has an exciting career opportunity to serve as a Human Resources Generalist in Lincoln. Successful candidates will be energetic, driven, customer-focused, self-motivated, have a high personal standard of integrity and share in our mission of “Helping People Live Better Lives.”

This is an entry level position with the opportunity to promote and grow within our HR team!

Starting pay rate is $19.66/hr, with an increase to &20.64/hr, after successful completion of original probation.

Effective July 1, 2023, wage will increase to $20.64/hr, with an increase to $21.67/hr after successful completion of probation.

You have the passion, we have the opportunities - let's make a difference for Nebraskans.

We recognize that our employees bring tremendous value to the State of Nebraska and that their vital work helps fulfill our mission. We support our staff by offering fantastic benefits, training and development opportunities for personal and professional growth, and a positive, team-oriented atmosphere. See more details about our benefits here: https://statejobs.nebraska.gov/index.html#benefits

"The State of Nebraska values our teammates as well as a supportive environment that strives to promote diversity, inclusion, and belonging. We recruit, hire, train, and promote in all job classifications and at all levels without regard to race, color, religion, sex, age, national origin, disability, marital status, or genetics."

**Examples of Work**

Every individual and role within DHHS makes an impact!

What you will do as a Human Resources Generalist:

-Serve as a credible trusted advisor to employees and supervisors with in DHHS;

-Help advise management on employee relations matters, policy interpretation, recruitment and retention; liaison with administrative staff and internal/external partners; and consult and partner with other HR team members across the state;

-Possess outstanding writing skills, an attention to detail and an ability to manage many priority and projects all while building positive relationships with employees and supervisors.

\*Some travel may be required.

**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 or 4 years human resources experience.

OTHER: Valid driver's license or the ability to provide independent authorized transportation for work-related travel.

**Knowledge, Skills and Abilities**

A successful candidate would have

Knowledge of:
• Human resources/personnel practices, procedures and terminology; state and federal personnel/employment laws;
• Recruitment and hiring practices; and principles of progressive discipline.
• Strong organizational skills and the ability to build and maintain positive working relationships; and excellent customer service skills.
• Ability to communicate effectively.

Apply today. Position closes 6/15/2023: <https://www.governmentjobs.com/careers/nebraska/jobs/4064965/human-resources-generalist-lincoln?keywords=human%20resources%20generalist&pagetype=jobOpportunitiesJobs>