**Nebraska State Government**

**Human Resources Manager - Nebraska State Penitentiary**

**SALARY**

See Position Description

**LOCATION**

Lincoln, NE

**JOB TYPE**

PERM FULL TIME

**JOB NUMBER**

202309834

**DEPARTMENT**

Department of Correctional Services

**OPENING DATE**

06/01/2023

**CLOSING DATE**

6/15/2023 11:59 PM Central

**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: Two years human resource management experience, or general manager experience, or 4 years in a human resources support capacity, and demonstrated experience in the following: HR expert/advisor on personnel policies; lead recruitment/selection and hiring processes; assist management/supervisors regarding employee actions, disciplines or performance; handle employee complaints/concerns, payroll, Family Medical Leave (FMLA), Fair Labor Standards Act (FLSA), Workers Compensation, employment verification, union contracts; maintain HR records and retention schedule; and supervisory experience.  
  
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.

**Agency**

Nebraska State Government

**Address**

1526 K Street, Suite 100  
  
Lincoln, Nebraska, 68508

**Website**

[http://statejobs.nebraska.gov](http://statejobs.nebraska.gov/)