



Nebraska State Government Administrator of Human Resources

SALARY	See Position Description	LOCATION	Lincoln, NE
JOB TYPE	PERM FULL TIME	JOB NUMBER	202311412
DEPARTMENT	Department of Education	DIVISION	Human Resources
OPENING DATE	08/22/2023	CLOSING DATE	9/8/2023 11:59 PM Central

Description

Are you an experienced human resources professional looking for your next opportunity to lead a great HR team while also making a positive impact on the statewide education system? Join us as our **Administrator of Human Resources**! This position directs our HR function and partners with leaders across the agency to develop and implement HR initiatives that align with our overall goals and objectives.

If you enjoy providing strategic leadership and are looking for a challenging yet rewarding opportunity to make a positive impact, apply today!

In addition to being part of meaningful work and making a difference through public service, our Total Compensation package includes:

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- 79% employer-paid health insurance with four plans and coverage levels to choose from
- Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
- Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
- 156% state-matched retirement for state plans, or 101% state-matched retirement for school plans
- \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
- Wide variety of professional development opportunities

Office Location & Schedule: This position is assigned to our office located at 84th & O St, Lincoln, NE.

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

EEO: NDE is committed to advancing equity, inclusiveness, and diversity in all that we do. As an Equal Opportunity/Affirmative Action Employer, we encourage applications from ALL qualified candidates and assure they will

receive consideration for this position regardless of sex, race, color, national origin, religion, age, disability, veteran status, genetic information, marital status, sexual orientation, or gender identity.

Examples of Work

- Provides leadership to HR Team and oversees agency HR functions, including employee relations, talent acquisition, training and development, and payroll and benefits.
- Develops, aligns and executes HR programs and initiatives across the agency.
- Advises Commissioner and other members of the senior leadership team on HR policy, strategy, rules, and bargaining agreements and partners with leaders across the agency to provide consistent solutions to complex personnel issues.
- Serves a key role with labor contract negotiations and bargaining processes.
- Develops workforce staffing plan and builds a talent acquisition strategy to address critical needs.
- Serves as liaison with State Board Executive Committee and Commissioner's appraisal process.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.

Qualifications / Requirements

REQUIREMENTS: Master's degree in a related field and eight years of experience related to the essential functions of the position to include leadership and/or managerial experience. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

PREFERRED: HR Certification (such as SPHR or SHRM-SCP) and demonstrated leadership experience in the human resources field. Experience within educational, vocational rehabilitation or human services fields also desirable.

Agency

Nebraska State Government

Address

1526 K Street, Suite 100

Lincoln, Nebraska, 68508

Website

<http://statejobs.nebraska.gov>