

# Classification and Compensation Manager - Central Office

Lincoln Job Posting

Full time

The work we do matters!

Hiring Agency:  
Correctional Services - Agency 46

Location:  
Lincoln Job Posting

Hiring Rate:  
\$27.09

Classification Salary Range:  
\$25.80 - \$40.41

Job Posting:  
JR2024-00003680 Classification and Compensation Manager -  
Central Office (Open)

Applications No Longer Accepted On (If no date is displayed, job is posted as open until closed):  
03-02-2024

Job Description:  
Headquartered in Lincoln, Nebraska, 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). The successful candidate 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](http://www.corrections.nebraska.gov). For Americans with Disabilities Act (ADA) accommodations, please email [megan.jones@nebraska.gov](mailto:megan.jones@nebraska.gov)

#### DUTIES:

This person serves as HR expert/advisor responding to agency classification reviews, performance evaluations and oversees the agency employee medical/drug testing process. Initiates salary equity reports and wage calculations. Backup for the Agency FTE management process. Researches and assists to ensure compliance with the Fair Labor Standards Act. Serves as the Central Office FMLA contact. Provides guidance on personnel policies including labor contracts, answering employee questions/issues for managers and employees; pro-actively initiates programs to address staffing trends; design and implement new HR program initiatives; provide technical assistance to managers/supervisors on employee disciplines. Teaches new hire orientation and in-service classes. Supervises staff.

REQUIREMENTS: Bachelor's degree in a related field. Experience may be substituted for education on a year for year basis.

PREFERRED: Three years of diverse, increasingly responsible HR experience, one of which must be in supervisory capacity. Experience with Workday. Experience managing or administering agency programs.

OTHER: 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. Transcripts required prior to appointment.

Excellent computer skills, including MS Word and Excel; ability to deal effectively with staff under stressful situations; excellent communication skills. Familiarity with State of NE classification system; personnel rules and regs and labor contract; familiarity with Kronos timekeeping system. Likes challenges, change management, and fast paced environment. Initiator who follows through as standards of excellence. Time management and ability to manage multiple projects with different deadlines. Organized, ability to prioritize tasks.

#### Benefits

We offer a comprehensive package of pay, benefits, paid time off, retirement and professional development opportunities to help you get the most out of your career and life. Your paycheck is just part of your total compensation.

Check out all that the State of Nebraska has to offer! For more information on benefits currently offered to permanent teammates, please visit:

<https://statejobs.nebraska.gov/index.html#benefits>

#### Equal Opportunity Statement

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.