

STATE OF NEBRASKA CLASS SPECIFICATION  
**PERSONNEL ADMINISTRATOR II**

EST: 01/01 - REV: 09/13  
CLASS CODE: G17142

**DESCRIPTION:** Under general direction, provides program direction over all personnel issues and decisions, to include the development, modification, implementation, and administration of agency-wide personnel goals, plans, policies, processes, standards, and criteria, and the representation of the agency director of the agency during the labor-management bargaining process and employee-management relations issue resolution and decision making activities; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second level in the human resources program management class series. Positions in this class serve as the principal personnel official directing the full scope human resources management program and functions-processes in an agency with 1500 to 5000 employees located statewide in multiple field offices and/or facilities. Manages the program operations and supervises assigned supervisory, professional, technical, and other staff, through the central personnel office. This class differs from the Personnel Administrator I and III classes in the managerial span of control and/or magnitude of budgetary authority assigned to the positions. Positions report to an agency director or senior deputies of the agency.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans the structure and directs the administration of the programs, functions, or processes of an agency's full scope personnel management operations to include the development of policies, procedures, criteria, forms and reports and the investigation of situations and the compliance review of decisions and actions within established regulations and laws.

Advises the agency director, principal deputies, district or facility directors, administrators, managers, and supervisors on labor/employee-management relations and State personnel rules and labor contracts, and agency-wide personnel policies.

Directs the monitoring of staff levels and the preparing of organizational charts, personnel/work force activity and statistical reports; advises senior management officials and managers on workforce needs and requirements and personal services budget requests; monitors that portion of the budget.

Directs, trains, counsels, and evaluates assigned supervisory, professional, technical, other staff to determine and adjust the allocation of staff resources and specific staff assignments, improve their work performance, exchange information, explain work policies and standards and resolve work problems.

Provides labor contract related information and serves as agency's liaison to the State Employee Relations Administrator; represents employing agency at labor contract negotiation sessions to explain and justify management proposals and their viability regarding managerial and staffing needs of the agency.

Interprets labor contracts at the agency-wide level; refers issues and problems not covered by the labor contracts to the State Employee Relations Administrator who has final authority.

Directs the training of senior management officials, managers, and supervisors in labor contract provisions; directs the maintenance of seniority lists and other applicable labor relations information.

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Directs the development and administration of the new employee orientation programs, functions, or processes; explains state insurance, retirement and benefits packages, State personnel rules and labor contracts, and agency-wide personnel policies.

Oversee the monitoring of personnel actions submitted to AS-State Personnel Division and other AS divisions including employee promotions, demotions, and separations.

Monitors the status of all potential and actual employee disciplinary actions and reviews related circumstances and provides advice to senior management officials.

Directs the compilation and preparation of data to be used in equal employment opportunity/discrimination charge rebuttals; participates in administrative hearings.

Directs the investigation and review of all grievances and disciplinary actions; composes answers for agency director's signature; provides advice to supervisors, and mid-level and senior management officials throughout the grievance process; participates in grievance and administrative hearings.

Oversees the monitoring of personnel transactions and decisions to ensure compliance with State and federal personnel and employment laws, State personnel rules and labor contracts, and agency-wide personnel policies.

Oversees, as needed, the design and evaluation processes, in a team setting, of human resource information systems, job design and work force analysis, and other agency-wide activities to ensure the effectiveness of the agency's overall program and policies and their relationship to the personnel management operation.

Directs or oversees the agency's training/staff development programs, functions, or processes and staff participating in these activities; develops and presents training to employees on personnel and labor/employee-management relations topics.

Directs the preparation of staffing and salary surveys and workforce development proposals for inclusion in the agency's human resources program strategies and reports.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles, practices, and terminology of public personnel administration; federal and State personnel/employment laws; State personnel rules and labor contracts; State labor/employee-management relations goals and practices; the mission, mandates, structures, functions, processes, and occupations of the agency; the agency's relationships to other entities of State and local governments; the purposes and techniques of personnel and work force studies; general recruitment, retention, interviewing, and hiring practices; State payroll, budget, and accounting practices and systems; State benefits program and personnel-payroll forms and procedures; employee-job safety and health regulations and practices; general goals and requirements of records maintenance and confidentiality; the impact of the personnel management program on the programs, services, and entities of agency; the agency's work culture and overall expected outcomes of its personnel management program.

## G17142 - PERSONNEL ADMINISTRATOR II (continued)

Ability to: lead, manage and direct the agency's human resources various and complex needs and activities; communicate in person, and through emails and correspondence with employees, supervisors, and managers at all levels of the agency to present judgmental and technical information; develop and maintain positive and cooperative working relationships within and outside of the agency; use problem solving and decision making techniques; analyze personal services budgets and expenditure reports; identify staffing needs and patterns for agency work units and processes; evaluate the completeness and accuracy of information based on knowledge of the work situations involved; advise the agency director and senior management officials ~~to~~ on courses of action in contentious personnel matters; supervise, train, and evaluate assigned staff; interpret and identify the intent of various personnel laws, rules, and policies; interview employees and managers and evaluate information collected; analyze problems and identify causes of employee-management conflicts to relieve potential grievances or morale problems; research and investigate grievances, complaints, inquiries and communicate findings to senior management officials; present decisions and maintain objectivity to resolve employee-supervisor disputes, grievances, and discrimination complaints; analyze varied and complex problems; plan and direct interrelated activities; deal with several abstract and concrete variables in working out approaches to major problems; perform work where recognized general principles may be inadequate to determine procedure or decision in all cases; use judgment, decisiveness, and creativity in dealing with situations involving high risk to the agency or to the personal safety and health of individuals; conduct long range strategic planning to allocate agency staff; respond to changes in the values, directions, and priorities of the agency's mission; manage conflict resolution activities and seek areas of common agreement; and negotiate resolutions; identify alternatives and options for administrative action that minimize errors and risks and develop contingency plans; identify obstacles and potential delays to the implementation of decisions and plans; coordinate multiple projects/task forces with competing priorities and resource needs; coach, mentor, and inspire work teams to attain established goals; perform upper level analysis to modify or adapt existing policies and methods to meet needs within an agency; direct a major work unit requiring significant internal and external interaction and coordination.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in personnel administration, human resources management, organizational communication, business administration, public administration, labor relations, employment law, or related field, and six years of experience in personnel administration or human resources management or labor-management relations work which includes at least two years of experience in managing the professional level and other staff and operations of a personnel, human resources, or labor-management program for an entire organization.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).