

STATE OF NEBRASKA CLASS SPECIFICATION  
**PERSONNEL SYSTEMS COORDINATOR**

EST: 06/13 - REV: 00/00  
CLASS CODE: V17710

**DESCRIPTION:** Under administrative direction, coordinates talent management systems and system support mechanisms designed to achieve maximum organizational effectiveness of personnel operations on a state government wide basis, which directly affects the overall mission and goals of the AS – State Personnel Division; provides advice and technical assistance to representatives of State agencies, other organizations, and the public on specific processes or services the systems coordinated; supervises employees or leads other workers as needed; performs related work as assigned.

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

This is a single-level, full performance job classification restricted in use to the State Personnel Division. Positions are responsible to work with classified and non-classified State agencies regarding talent management systems designed to achieve maximum organizational effectiveness, and which impact all agencies. These positions report to designated Personnel Program Administrators or the State Personnel Director and lack authority to approve statewide personnel policies that have been developed. These positions differ from other State Personnel positions by focusing significantly on the development and administration of diverse/multiple automated components and databases of the talent management system and exercising statewide project leadership assignments. Job factors used in classifying these positions include the size/diversity of the personnel systems/functions assigned, the nature of work related contacts, the authority to act independently, and the nature of supervisory controls and work directives.

**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, organizes, coordinates, and oversees components, functions, and activities of the statewide talent management system such as learning, performance, on-boarding, payroll, benefits, and succession planning, to ensure services provided meet interested parties needs and comply with program, agency, and State directives; coordinates the development, implementation, and monitoring of major projects and personnel program systems/functions.

Plans, organizes, and coordinates support tools of statewide talent management systems/functions, such as help desk, development of user guides, communication strategy and training opportunities to ensure services provided meet interested parties needs and comply with program, agency, and State directives.

Develops and explains general policies and processes and provides technical assistance relative to assigned state-wide program systems/functions; trains internal staff and external agency representatives regarding assigned systems/functions; prepares and facilitates presentations that explain programs, policies, and processes.

Conducts research and analysis of human resources management effectiveness programs to determine best practices; recommends best practices, policies, and procedures; conducts investigative surveys and research projects involving administrative and program management effectiveness and problems; develops and recommends procedural modifications and courses of action.

Coordinates and facilitates internal and external work groups; coordinates implementation of personnel program systems/functions; provides liaison between the State Personnel Division, agencies and vendors regarding personnel program systems/functions; gathers input from agencies regarding programs and services.

Represents the State Personnel Director, Personnel Program Administrators, and the Department of Administrative Services regarding operations and other aspects of the personnel systems/functions assigned; fosters the assigned systems/functions by marketing and advertising.

Works with system vendors; monitors vendor contract compliance and vendor performance; researches and writes requests for proposals for consultant services, as assigned.

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

Knowledge of: the general practices of diverse areas of personnel administration including wage administration, employee selection and performance evaluations, management-employee relations, and employee on-boarding, training and development, and recognition; understand broad administrative goals, directives, and processes and their relationship to delivering quality program services; project management practices; practices and terminology of automated systems; instructional methods and training techniques.

Skill in: presenting and promoting effective personnel practices.

Ability to: collect and analyze facts, draw conclusions, and propose practical solutions to problems in a manner consistent with effective personnel practices; organize, facilitate, and coordinate the work of a team; communicate technical material to diverse audiences, in person and by letters, memos, and electronic means; prepare reports, guidance material, informational bulletins, and other written material; interact with assigned staff, agency representatives, State officials, internal and external clients/customers and the public, having varying backgrounds and interests; interpret and apply laws, rules, and policies; coordinate assigned activities of a state-wide personnel program.

**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 human resources administration, personnel administration, business administration, public administration, organizational or staff development, or related administrative management area and one year of experience performing or coordinating/leading human resources or personnel management related activities. Experience working in human resources or personnel areas may substitute for the required education on year-for-year basis.

**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).