

Click one of these links to see the Job Description for that class:

Job Code	Job Title
K17251	HR Specialist/Generalist Assistant
K17252	HR Specialist/Generalist
K17253	HR Specialist Senior / HR Business Partner I
V17254	HR Specialist Manager / HR Business Partner II
G17255	HR Divisional Director / HR Director

Human Resources Specialist/Generalist Series

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

The Human Resources Specialist/Generalist Series supports and manages the day-to-day operations of a human resource function within an agency. This includes creation and administration of policies, procedures and functions, HR programs which include classification, compensation, talent acquisition, organizational development, employee relations, payroll activities, and training and development. Positions may be assigned duties that are found within multiple HR functions (generalist) or may specialize in a specific HR function (specialist).

Specific tasks and assignments to positions in this series vary. Job factors used in determining the level of Human Resources assignment include the scope and impact of work performed; decisions/issues/problems managed; size, focus, and diversity of the employing agency; and supervisory controls and work directives received.

HR Specialist/Generalist Assistant

K17251

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

Under general supervision, performs technical support activities in one or more HR functions to include: talent acquisition, classification and compensation, benefits, payroll, and/or organizational development. Positions at this level provide personnel support services to the employing agency and its managers, supervisors, teammates, and to applicants seeking employment with the agency. Positions conform to priorities and deadlines to accomplish work assigned and handle standard problems within established directives. Technical direction is typically received from their direct supervisor within the employing agency and/or a representative of the State Personnel or Employee Relations programs.

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.)

Performs recurring tasks required to administer and execute human resources programs including but not limited to maintenance of teammate records and data related to employment, training and development, classification and

compensation, payroll, leave administration, disciplinary matters, performance and talent management, talent acquisition, teammate engagement initiatives, recognition, and wellness.

Assists with the coordination and presentation of orientation material to new teammates; explains and answers standard questions as it pertains to State Personnel rules, labor contracts, the employing agency's personnel policies, and the State's insurance, retirement, and benefits package; assist with training to explain these matters to agency teammates.

Responds to employment-related inquiries from applicants, teammates, and managers, referring complex and/or sensitive matters to higher-level HR professionals.

Schedules interviews with and interviews applicants to obtain information about their educational and employment background for current and/or anticipated position vacancies and to determine the qualifications relative to the job preparation guidelines for the classes.

Examines applications, documents and/or transactions pertinent to employment activities or position/teammate actions to determine the nature of the transaction and to check for accuracy and appropriateness of teammate information, salary computations, job postings, position classifications, and/or proper signatures in accordance with established rules, regulations, and procedures.

Researches problems involving the completion and submission of personnel and/or position action forms to the State's computerized human resources/personnel, payroll, and talent acquisition information systems to facilitate the processing of transactions or requests.

Discusses individual details or interests with applicants, state or employing agency staff, and other employers, workers, and members of the public to request or aid in assessing and processing personnel related inquiries, transactions, and/or documents.

Completes and distributes/files personnel records, position, payroll, and application documents to ensure the security, storage, and retrieval of information pertinent to personnel transactions.

Compiles and generates standard data summaries pertinent to development and maintenance of various employment, placement, staff development, and diversity statistics, and periodic reports to comply with federal reporting requirements and with employing agency or state policies and directives.

Assists in providing HR related information to teammates or the public, explaining personnel rules, regulations, and procedures of the State Personnel System and employing agency.

Assists in or conducts surveys/research on specific HR issues; compiling data to write personnel project/work activity reports and provide agency management and/or supervisors with information needed by others to make workload, staffing, personnel transactions, and budgeting decisions.

Assists in the coordination of HR programs, functions, and/or processes to ensure compliance with State Personnel rules, labor-management agreements and contracts, and administrative procedures.

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

Knowledge of: personnel practices, procedures, and terminology; the goals and requirements of record maintenance and confidentiality; federal personnel/employment laws; standard personnel, payroll, benefits, and related budgeting practices, forms, and requirements; standard teammate/job safety and health practices; general labor/teammate management relations requirements and practices.

Ability to: communicate in person, and by telephone, computer, email, and correspondence, with the supervisor and other agency teammates to exchange factual information and explain processes and guidelines; understand and apply instructions; evaluate similarities and differences between two sets of information; operate office equipment; set up and maintain record keeping systems and databases; understand, explain, and apply agency and state rules, policies, procedures, and guidelines; recommend changes to procedures; compile data and prepare summaries of personnel transactions and activities.

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

One year of coursework or training in personnel management, business administration, public administration or office/administrative or two years of related experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

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HR Specialist/Generalist

K17252

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 of the HR Specialist/Generalist Series. Under general supervision, performs technical support activities in one or more HR functions to include: talent acquisition, classification and compensation, benefits, payroll, and/or organizational development. Positions at this level may serve as a functional specialist providing and coordinating standardized services, operations, and activities within one or more personnel programs or functions for an agency as a generalist having wide diversity in jobs located at a state facility or dispersed statewide.

Positions at this level may provide and coordinate the full scope of personnel programs, functions, and related processes for an agency, geographic region, or a branch personnel office. Positions may supervise assigned technical and support level staff but typically would not supervise supervisory or professional level staff. Positions at this level typically make decisions impacting individual teammates and the decisions made would not impact the entire agency, division, and/or geographical region.

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.)

Recruits, interviews, and screens applicants for the employing agency; applies established hiring evaluation criteria during the screening of applicants; trains managers and supervisors in interviewing techniques; writes ads for newspapers, social media, and job boards; contacts various employment/labor sources to locate applicants; and conducts external recruitment activities, including attending job fairs.

Coordinates, presents, and evaluates orientation material to new teammates; explains State Personnel rules, labor contracts, the employing agency's personnel policies, and the State's insurance, retirement, and benefits package; conducts training to explain these matters to agency teammates.

Answers questions and explains laws, State Personnel rules, labor contracts, employing agency's personnel policies and procedures, and terms of state health insurance, leave, and other benefits to teammates and supervisors; drafts memos on personnel matters.

Assists in the coordination of benefits programs, functions, or processes (which include workers compensation, unemployment insurance, and safety-health activities) to ensure compliance with State Personnel rules, labor-management agreements and contracts, and administrative procedures.

Coordinates HR programs, functions, or processes to ensure compliance with State Personnel rules, labor-management agreements and contracts, and administrative procedures.

Instructs teammates on personnel/employment laws, and State Personnel rules, labor contracts, with technical direction and final interpretation from higher-level staff in the employing agency, State Employee Relations, State Personnel, or legal officials. Topics can include labor relations, teammate conflicts or issues, salary administration, working conditions, and record keeping discrepancies.

Collects information on, identifies causes of, and offers suggestions on the disposition of grievances and disciplinary actions; explains the employing agency's grievance and disciplinary procedures to agency supervisors and teammates; participates at grievance hearings and assists senior management or other personnel officials of the employing agency in preparation of grievance/disciplinary responses.

Contributes to agency strategic planning efforts delivering HR expertise and solutions to drive organizational effectiveness.

Monitors or oversees the employing agency's equal employment opportunity and diversity programs, functions, processes, and activities including record keeping and report preparation.

Monitors staffing levels; prepares organizational charts, and work activity and statistical reports; provides suggestions on workforce requirements and personal services budget requests; monitors the personal services portion of the employing agency's budget.

Coordinates various teammate/personnel related activities such as job safety/health activities, teammate contribution/fund drive campaigns, and teammate recognition/suggestion award events.

Represents the employing agency at various personnel and other conferences, task force meetings, and informational seminars.

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, talent acquisition, performance evaluations, management-teammate relations, understanding of broad administrative goals and processes and their relationship to delivering quality programs and services; goals and requirements of record maintenance and confidentiality; federal personnel/employment laws; standard personnel, payroll, benefits, and related budgeting practices, forms, and requirements; standard teammate/job safety and health practices; general labor/teammate-management relations requirements and practices.

Ability to: communicate with others individually and in group presentations, and through electronic means, correspondence, and reports; interact with agency teammates, elected or other State officials, and representatives of firms or associations to maintain working relationships; use computers and associated applications software using word processing, spreadsheets, databases, and graphic presentation features; interpret and apply governmental rules, agency directives, and work instructions.

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

Two years of coursework or training in personnel management, business administration, public administration or office/administrative or three years of related experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

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HR Specialist Senior / HR Business Partner I

K17253

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

This is the third level of the HR Specialist/Generalist Series. Under limited supervision, positions allocated to this classification may function as the agency specialist within a specific HR function to include: talent acquisition, classification and compensation, total rewards, benefits, and/or organizational development. Technical direction or final approval typically is received from a higher-level personnel official within the agency or a State Personnel or Employee Relations official. The highest-level agency official has final authority to determine personnel goals and policies and/or approve recommendations and proposals. Positions at this level may supervise and/or lead professional, technical, or other lower-level staff.

Positions at this level are responsible for aligning HR programs and strategies with business objectives to serve team members and management in designated agencies. Positions form partnerships across HR functions to deliver value-added service to management and teammates that reflects the agency's objectives. Positions at this level typically make decisions regarding unique/unusual situations which require additional research to identify the correct course of action, in accordance with applicable rules/contracts.

As a senior talent acquisition specialist within this level, positions handle the entirety of recruitment efforts for the most complex recruitment initiatives/classifications in an agency. Positions in this role may lead others within the recruitment department of the agency. Positions are responsible for providing high level execution and leadership in innovative talent acquisition efforts. Positions attract talent using online and offline methods, regardless of job seeking status, funnel them into the talent pipeline and trigger their participation in the application process. Positions at this level build relationships, networks, and processes to generate continuous flow into the talent pipeline.

Managers within this level will oversee an agency payroll or benefit operations. Positions at this level serve as the primary subject matter expert for payroll or benefits, applying in-depth knowledge of personnel principles and laws to complex, sensitive, and unprecedented issues, situations, or problems involving controversy or litigation for the entire employing 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.)

Provides talent acquisition expertise to address complex and challenging talent acquisition efforts. Identifies and utilizes appropriate online channels, networks, person to person channels and referrals, to find and funnel suitable candidates into the agency's talent pipeline for current and future vacancies. Builds relationships, networks, and processes to generate continuous flow into the talent pipeline. Aligns activities within the State's hiring policies and regulations to ensure recruiting efforts are fair, competitive and industry leading.

Counsels applicants to provide information about other employment opportunities in state government, recruitment procedures and policies, state benefits, and other pertinent information.

Evaluates the education and experience of applicants, for executive or professional hard to fill positions, in accordance with established guidelines in order to determine each applicant's qualifications and/or rank applications to select the best qualified applicants for an agency's review.

Supports state agency stakeholders by consulting on talent acquisition strategies and coordinating effective and timely job postings and application flow.

Composes correspondence to applicants, agency representatives, and other parties to provide or request information.

Represents the agency to recruit interested applicants through public speaking engagements, high school and college presentations, career fairs, and other activities.

Manages Payroll processing for an Agency, managing and monitoring all tasks necessary to accomplish the organizations payroll processing objectives. Provides information and recommendations on payroll issues and decisions, complying with State Personnel rules and labor contracts, as well as state and federal laws.

Develops, coordinates, and oversees an employing agency's overall payroll and/or benefits program functions or processes to ensure compliance with labor contracts and administrative/personnel rules and confidentiality practices. Maintains payroll guidelines for an agency by drafting, updating, and implementing policies and procedures.

Directs, trains, counsels, and evaluates assigned teammates maintaining and handling various personnel documents and/or coordinating other personnel management related activities to improve their work performance, exchange information, explain work policies, and resolve work problems.

Oversees new teammate orientation processes and recommends changes to policies and procedures; explains terms of the State's insurance, leave, retirement, and other benefits, State Personnel rules and labor contracts, and employing agency personnel policies; instructs supervisors and teammates in these matters.

Collects and analyzes job and compensation information using established and new methods to compare, evaluate, and classify jobs, provide technical information, and identify benchmark jobs, prevailing pay rates, and pay relationships, used to develop classification and pay proposals.

Interprets and applies job factors to individual positions' assigned work and required qualifications to determine the appropriate classification assignment, union contract coverage, overtime status and other personnel determinations.

Explains proposals and recommendations to supervisors and agency representatives, including changes in classes and pay rates, and determinations that differ from agency requests.

Confers with supervisors and others about classification decisions and appeals; prepares responses to provide information and explain classification and compensation practices and decisions to those participants reviewing the process followed and decisions made.

Coordinates and/or serves on intra-agency meetings and inter-agency committees and leads job evaluation studies, involving subject matter experts, to determine the scope and desired goals of job/occupational studies, discuss job information analyzed, and develop new classification structures.

Confers with supervisors and other State Personnel and Employee Relations staff about employment laws, personnel rules, union contracts, and executive directives. Explains to agency managers and personnel representatives the intent and appropriate application of regulations and what options are available.

Prepares and processes documents (e.g., correspondence, agency rationales, interpretations of statistics, ratings and findings of studies, job descriptions and classification findings) to provide or retain data used, analyses/conclusions made, and decisions made, or agreements reached.

Reviews effectiveness of program operations and research options and recommends changes to processes and procedures to ensure consistency with employment laws, personnel rules, union contracts, and executive and legislative mandates, and to ensure effective system-wide management of human resources.

Researches and responds to escalated questions or concerns from agency HR Partners and agency leadership about the Employee Insurance Benefits program, including eligibility.

Oversees approval or denial of benefit enrollment requests submitted through Human Resource Information System (HRIS) including new hires, status changes, life events, and termination of benefits.

Prepares and presents information to groups of varying sizes regarding benefit policies, procedures, and processes. Works as part of a team to review death, long-term and short-term disability, and waiver of premium claims to determine completeness of filing and work with insurers for processing and handling of the follow up on payment, after a claim is complete.

Develops, interprets, and implements policies, standards and procedures related to federal and state benefit regulations including but not limited to ACA, Health Insurance Portability and Accountability Act (HIPAA), and IRS. Maintains the HR Administration Guide for Benefits; evaluates content, prepares, and distributes updates, and trains agency HR staff.

Meets with benefit vendors to review benefit programs' performance, customer service, participation, and contractual requirements. Reviews and analyzes utilization reports and outcomes. Makes recommendations for future program enhancements and offerings.

Prepares and presents communication of benefit policies, procedures, and processes to state agencies and teammates. Maintains the Wellness and Benefits website, Options Guide, HR Administration Guide for Benefits, recruiting brochure, and other benefit-related publications. Evaluates content, prepares, and distributes updates, and trains appropriate staff.

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, talent acquisition, performance evaluations, management-teammate relations, understanding of broad administrative goals and processes and their relationship to delivering quality programs and services; goals and requirements of record maintenance and confidentiality; federal personnel/employment laws; standard personnel, payroll, benefits, and related budgeting practices, forms, and requirements; standard teammate/job safety and health practices; general labor/teammate-management relations requirements and practices.

Ability to: communicate with others individually and in group presentations, and through electronic means, correspondence, and reports; interact with agency teammates, elected or other State officials, and representatives of firms or associations to maintain work relationships; use computers and associated applications software using

word processing, spreadsheets, databases, and graphic presentation features; interpret and apply governmental rules, agency directives, and work instructions.

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 a related field. Experience may be substituted for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

HR Specialist Manager / HR Business Partner II

V17254

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

This is the fourth level in the Human Resources Specialist/Generalist series. Under general direction, positions allocated to this classification will function as a manager over a specific HR function to include: talent acquisition, classification and compensation, total rewards, benefits, and/or organizational development. Positions at this level perform complex managerial/professional work in planning, organizing, and administering HR programs, functions, and staff. Plans, develops, implements, and directs agencywide personnel policies, processes, and procedures for the HR function managed. Positions in this role typically supervise assigned technical, support, professional, and/or supervisory level staff.

Positions in this class serve as a principal HR official managing the full scope of personnel programs, functions, or processes for an agency, geographic region, or a branch personnel office providing services to institutional/residential facilities and/or surrounding service area offices. This strategic role provides guidance to management and team members on HR related issues, including but not limited to teammate engagement, employee relations, performance and talent management, training, policy application, organizational development, workforce planning, and compensation. Positions in this class seek to develop integrated solutions and are a change agent and champion for new HR initiatives and programs within their assigned agency, geographic region, or branch personnel office at the direction of their HR Director/Agency Director.

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):

Directs, trains, counsels, and evaluates assigned supervisory, professional, technical, and/or support human resources 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 related concerns.

Plans the structure and manages the administration of the functions and processes of an agency's human resources management program to include development of program policies, procedures, performance criteria and data, forms, and reports.

Advises the agency's executive director, principal deputies, program, divisional, district, and facility directors, mid-level managers, and supervisors on labor/teammate-management relations practices, State Personnel rules and labor contracts, and agency-wide human resources policies, including investigation of situations and compliance reviews of decisions and actions within established regulations and laws.

Monitors staffing levels and trends; prepares human resources activity summaries, workforce assessments, statistical reports, and organizational charts; provides recommendations on workforce needs and requirements and personal services budget requests; may monitor that portion of the budget.

Designs, implements, and manages the end-to-end processes to evaluate performance, assess teammate engagement, build talent pools and succession plans and design organizations. Recommends and implements a variety of initiatives to increase teammate engagement and agency growth and sustainability.

Collaborates with executives and strategic business partners to identify organizational development priorities and determine resource requirements to implement initiatives to address the priorities.

Provides organizational development coaching and services and supports leadership in addressing specific issues of organizational challenges, organizational changes and or tools, and training.

Actively participates or leads design and delivery of the talent planning strategy that includes facilitating talent reviews, succession planning discussions, implementing strategies to accelerate the development of key talent, and continuously monitoring the impact of talent identification and development efforts.

Provides labor contract related information and serves as the agency's liaison to the State Employee Relations Administrator; attends labor-management contract negotiation sessions to discuss proposals and their feasibility regarding general management and human resource needs of the agency.

Directs the development and administration of new teammate on-boarding activities; explains state insurance, retirement, and benefits options and plans, State Personnel rules and labor contracts, and agency human resources management policies.

Explains and guides managers and supervisors in labor contract provisions and practices; maintains seniority lists and other applicable labor-management relations information, at the agency-wide level; discusses issues and needs relative to labor contracts with the State Employee Relations Administrator.

Monitors human resources requests and actions submitted to the Department of Administrative Services State Personnel Division and other department divisions including teammate promotions, demotions, and separations, and position status changes; conducts or directs the preparation of work for pay surveys to support agency classification and compensation proposals.

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

Collects data and information and prepares summaries for use in equal employment opportunity activities or discrimination charges and rebuttals; testifies at administrative hearings on behalf of the agency.

Investigates and reviews teammate grievances; writes responses for executive director's signature; advises supervisors, mid-level managers, and senior management officials during the grievance process.

Administers the review of human resources actions and decisions to ensure compliance with state and federal personnel and employment laws and regulations, agency human resources management policies, and State Personnel rules and labor contracts.

Participates in and oversees, as needed, the design and evaluation, of human resource information systems, business processes, workforce analyses, and other developmental and operational processes and activities to

ensure effectiveness of the human resources management programs relative to the agency's overall programs and goals.

Directs or oversees the agency's training, staff and management development, career and succession planning functions and processes, and staff participating in these activities; develops and presents training to agency management and others about labor/teammate-management relations and other topics.

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

Knowledge of: the principles, terminology, and practices of public personnel administration; the job characteristics and requirements of occupations used within Nebraska state government; state and federal personnel and employment laws, standards, personnel rules, and labor contracts; the mission, programs, and organization of Nebraska state agencies; state labor/teammate-management relations practices; state human resources computer applications and databases; fundamental mathematical and descriptive statistical formulas; legal and occupational developments related to human resources management practices; agency human resource management policies and practices; executive and legislative mandates and decisions that affect State Personnel administration activities.

Ability to: interact with co-workers, teammates, and representatives of agencies and teammate associations on a one-to-one and group basis; communicate in person and by telephone, email, and correspondence to explain technical information and procedures and share ideas and findings; plan and organize daily and project length assignments; apply various regulatory and program related statements to personnel issues, requests, and activities; understand staffing patterns and needs of assigned agencies; write complete class specifications based on current job responsibilities and worker requirements of job classes; inform state agency managers and representatives about administrative options and constraints affecting personnel matters; coordinate the evaluation of personnel and employment activities and summarize findings for management officials; interpret and apply numerical results of studies and surveys; interpret and apply Nebraska State Personnel Division system-wide personnel policies to on-going, confidential and new situations; coordinate and review the work of others; exercise judgment and discretion during the administration of personnel goals, plans, and decisions which affect the interests and priorities of state government and agencies; use computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

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 a related field and one year of related experience. Experience may be substituted for education on a year for year basis.

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HR Divisional Director / HR Director

G17255

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

This is the fifth and final level in the HR Specialist/Generalist series. Under general direction, positions allocated to this level serve in one of two capacities as either HR Director or HR Divisional Director. Positions serving as HR Director, are considered the principal personnel official directing the full scope of human resources management of programs and functional processes for an agency with multiple levels of HR personnel. Positions serving as HR Divisional Director are found within State Personnel or a large agency (guidelines for a large agency would be one position at this level per every 800 permanent FTEs) these positions provide program direction over a specific HR function(s) such as total rewards, talent acquisition or organizational development.

Positions at this level plan, develop, implement, and direct program processes and procedures and identify needs; recommend adoption of and develop and implement statewide personnel policies, processes, and procedures for the program managed. Work is performed independently using authority delegated and a high degree of judgment to reach decisions and make commitments on matters that affect the personnel/human resources goals, policies, and processes of their division and/or state government in general. Positions report to an agency director or senior deputy 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, develops, and directs implementation of program activities, projects, and processes to ensure program objectives and customer/client service needs are attained; conducts research of other jurisdictional programs to identify, adapt, and implement comparable and best practices.

Supervises, trains, monitors, and counsels professional, technical, and other staff to determine and adjust allocation of specific staff assignments and resources, to evaluate, improve, and make recommendations pertinent to their work performance, to explain work directives, and to resolve work problems.

Determines and submits staff, material, technology, and equipment needs for the program managed to contribute to the formulation and justification of budgeting and contractual requests for their division.

Coordinates assigned program functions and processes with other State Personnel Division programs, state agencies and other organizations to ensure proper and effective implementation of established and new policies, standards, and technological and administrative processes of the program managed.

Develops, presents, and advocates program operational and technological plans and projects to and for the State Personnel Director to ensure establishment and execution of appropriate goals, objectives, and action plans.

Identifies circumstances of and solutions to difficult or complex program issues or operational problems and communicates rationales or options to state and agency officials on matters involving the interpretation and implementation of various laws, regulations, and contractual agreements.

Confers with agency officials, personnel representatives, and vendors or other technical specialists to study, determine, and schedule implementation of improvements to existing personnel program reporting, record keeping, and processing operations and systems.

Prepares and explains the objectives, methods, and findings of projects or special studies to executive, legislative, agency, or special group officials or representatives, and other public or private organizations; presents possible options and administrative or other recommendations and/or corrective actions to improve the effectiveness of the State's human resources programs and operational-technological processes.

Writes correspondence and other statements in response to customer/client and teammate inquiries, complaints, and/or appeals to explain rules and processes and to offer alternative means for resolving specific individual concerns; plans and directs development and implementation of system-wide activities to communicate information on various topics pertinent to the program managed.

Formulates and recommends rules, policies, or plans to act on changes to program and technology needs, objectives, and priorities and to improve the effectiveness of AS - State Personnel Division operations; assists the State Personnel Director in preparing legislation or interpretations of contracts and regulations, pertinent to the program managed.

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

Knowledge of: the relationship between State Personnel and executive directives, personnel rules and labor and other contractual agreements, when administering the program managed; the objectives, terminology, principles, and practices of public personnel administration; the scope and impact of the mission of the personnel program managed on state government programs, services, and organizational entities or processes; federal legislation, regulations, and standards, and state laws and policies, and their impact on pertinent personnel/human resource management practices; the principles and techniques of planning and implementing service delivery systems and operations of the personnel program managed; the human resources program, staffing, and technological needs of state agencies and other offices; state financial, contractual, and informational management policies and practices.

Ability to: communicate and interact in person, and by telephone, email, and correspondence with all levels of teammates and the public to exchange information and explain personnel rules, processes, technologies, and decisions; handle tactfully decisions that may be unfavorably received by others; resolve objectively disputes and disagreements between teammates or organizations; interpret and apply State laws, federal regulations and standards, labor contracts, and legal decisions, to established personnel policies and practices; analyze and correlate established rules, policies, and standards to the critical elements of an operational/technical issue or question; summarize judgmental thinking, technical information, and statistical data into presentations, statements, and graphic material; advise agency representatives of alternative means for improving the effectiveness of their human resource management activities and technologies; develop and implement operational and technical policies, plans, and processes for the program managed; identify and address obstacles and potential delays to the implementation of decisions and plans; evaluate utility of innovations in personnel /human resources administration and advocate changes to technical program and office operations; coordinate multiple projects having competing resource needs and priorities; supervise and instruct assigned staff in AS – State Personnel Division objectives, directives, and operations.

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 a related field and five years of related experience. Experience may be substituted for education on a year for year basis.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: <02/22>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Distinguishing Characteristics and examples of work.	Updated verbiage to provide clarity between levels	6/12/23
HR Divisional Director/HR Director Distinguishing Characteristics	Updated verbiage to provide clarity for usage	6/25/2024