Position Announcement

The National Strategic Research Institute at the University of Nebraska is seeking applications for a qualified professional/operational administrative Human Resources Specialist. This position serves as the primary subject matter expert and liaison to management and employees; supports strategic intent through HR administration; manages and/or performs day-to-day tasks in all areas of responsibility including, but not limited to, workforce structure, recruitment, classification and compensation, employee benefits, performance management, employee relations, government regulations compliance, payroll and policy administration. Responsible for changes or modification to published HR policies to ensure compliance with laws, regulations, competitive practices, and operational objectives.

National Strategic Research Institute Profile:

The National Strategic Research Institute (NSRI) at the University of Nebraska is one of 14 Affiliated Research Centers (UARCs) in the nation. Established in 2012, NSRI is engaged in a long-term, strategic partnership with our Department of Defense (DoD) sponsor, United States Strategic Command (USSTRATCOM). NSRI provides mission-essential research and development capabilities for USSTRATCOM as well as other DoD components and federal agencies focused on combating weapons of mass destruction. We maintain five research focus areas for the CWMD mission:

- Nuclear Detection and Forensics
- Detection of Chemical and Biological Weapons
- Active & Passive Medical Defense Against Weapons of Mass Destruction
- Consequence Management
- Mission-Related Research

NSRI receives funding from project sponsors through contracts generated from our sole-source, Indefinite Delivery Indefinite Quantity contract with USSTRATCOM, as well as other direct contract vehicles and grants.

Website: nsri.nebraska.edu

Applicants should note:

NSRI’s administrative office is in Omaha, NE. Periodic in-state travel may be required. Out-of-state travel may be necessary to provide HR services to the NSRI field offices currently located in: Savage, MD; Fredericksburg, VA; Cape Canaveral, FL; and Albuquerque, NM.

Benefits: NSRI employees receive University of Nebraska-like benefits, per underlying service agreements, to include paid vacation and sick leave; insurance options; and a 403(b) retirement program. The NSRI observes all designated Federal holidays as paid time off for employees.

Applicants accepting a job offer must pass a background check and a drug test prior to starting in the position.
**Human Resources Specialist**

**Job Responsibilities:** Responsibilities listed below are not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This position works with limited supervision and final authority/approval of HR goals, policies, and programs resides with higher level organizational administration.

**HR Administration & Compliance:**

Monitors staffing levels, prepares organizational charts, work activity and statistical reports; assesses workforce needs and requirements and personal services budget requests; monitors the personal services portion of the budget; maintains seniority lists and other applicable labor relations information.

Answers questions and explains interpretations of personnel/employment laws, federal/state and organizational policies and practices and labor contracts, leave and other benefits to employees and supervisors; writes memos on personnel matters and manages organization personnel policies and files.

Develops and oversees the organization’s equal employment opportunity and affirmative action programs, functions, or processes and related non-discrimination activities, records, and reports to ensure compliance and confidentiality; monitors and investigates any complaints filed and illegal actions alleged; recommends solutions and settlement options to others; evaluates data used in equal employment opportunity charge rebuttals.

Instructs/advises managers, supervisors, and employees on personnel/employment laws, federal and state personnel rules and labor contracts, with technical guidance or final interpretation from higher-level organizational, state personnel, or legal officials. Topics may include labor problems, employee conflicts and personal problems, salary inequities, working conditions, and record discrepancies.

**Recruitment, Employment & Employee Relations:**

Develops and oversees organization’s overall employment activities; recruits, interviews and screens applicants; proposes and applies criteria to use in selecting employees and makes recommendations to the hiring supervisor; trains managers and supervisors in recruitment policy & procedures; advertises job opportunities; develops and oversees external recruitment strategies to support equity, access, inclusion and diversity objectives.

Develops and oversees an organization’s overall classification and compensation program; writes, reviews, and processes job descriptions; monitors market relevant salary survey data; discusses job description and compensation actions with supervisors and responds to employee inquiries; monitor regulations to ensure compliance with various state labor laws.

Develops processes and oversees onboarding and orientation of new employees; new hire paperwork-E-Verify, background checks, drug tests, immigration support; explains insurance, retirement, and benefits package, applicable personnel rules and labor contracts, and organization-wide personnel policies; conducts training to instruct employees in these matters.

Manage the organization’s leave policies and practices; process Family Medical Leave documents.
Develops and oversees performance evaluation programs, functions or processes and associated policies and forms; assists in development of performance criteria; meets with supervisors and employees to resolve differences of opinion.

Advises, investigates, and provides guidance for employee relations issues; manages and explains organizational grievance and disciplinary procedures to managers, supervisors and employees; monitors the status of all potential and actual employee disciplinary actions and reviews related circumstances and provides advice to senior management officials.

Conducts, advises, and follows-up on employee exit procedures.

**Minimum Requirements:**

Bachelor’s degree in personnel/human resources management, organizational development, business or public administration, or related field AND at least three years of progressively responsible personnel/human resources administration experience. Advanced computer experience, specifically with databases and spreadsheets, and excellent analytical and problem solving abilities necessary. Excellent communication, interpersonal and presentation skills essential. Professional HR certification preferred.

**Preferred Experience:**

Ideal candidate will have broad experience across all administrative aspects of personnel/human relations programs, functions, and processes; including specific experience with recruitment, retention, classification, compensation, benefits, performance management, employee relations, government regulations compliance, policy administration, payroll and overall workforce issues and challenges.

**Successful candidates will exhibit the following personality traits:**

The ability to be a self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary. Able to take initiative and perform the job independently as well as a member of a team in a complex environment. Collaborative and team-oriented.

The ability to exercise sound judgment in knowing how to effectively work with others; communicate orally, in writing, and by listening to employees at all levels of the organization to exchange information, persuade them to accept courses of action, and explain the intent of decisions made; identify causes and analyze circumstances of human relations situations; read, comprehend, and interpret a variety of advisory information such as personnel policies, explanations, guidelines, laws and operational manuals; use judgment to apply factual background and fundamental principles in developing approaches and techniques for the solution of problems; exercise judgment, decisiveness, and creativity in dealing with situations; mediate conflicts and propose solutions; demonstrate dependability and initiative in dealing with factors that are stressful.
# Human Resources Specialist

## How to Apply:

Application review begins March 11, 2020 and continues until position is filled. Applications processed through the on-line job posting at [https://careers.nebraska.edu](https://careers.nebraska.edu).

Follow instructions to complete the Applicant Profile and supplemental questions. Along with your application, attach a cover letter, resume, and the names, relationship to you and contact information for three professional references.

Questions about the on-line application process should be directed to (402) 472-3767 or [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu).

As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation.