HUMAN RESOURCE PROFESSIONAL – Position #K0233162

Looking for an energetic, dedicated professional to join our Human Resources’ team. This unclassified, permanent, non-exempt, full-time position is located in the Kansas Department of Wildlife and Parks’ Operations Office in Pratt, Kansas. The position requires an extremely high level of confidentiality, accuracy, and attention to detail.

This position functions as the KDWP Payroll Manager, processing timesheets and bi-weekly payroll. Responsible for the FMLA, Shared Leave, and on-boarding and exiting of temporary and AmeriCorps employees, and Employment Requests. Maintains and updates organizational charts for the department and manages the HR Intranet content. Responsible for electronic updates to employee information in SHaRP, employment verifications, and responses to unemployment notices. Assists team members with employee benefits, recruitment, performance review processes, preparation and distribution of management reports, and other HR responsibilities as requested. Answers questions pertaining to statutes, regulations, policies, procedures; activities related to the State of Kansas employment registration process, recruitment, equal employment opportunity information, and other employment-related areas; payroll; benefits; etc. May assist with the development, implementation, and presentation of HR training initiatives. Maintains and organizes confidential personnel files. Coordinates activities with other divisions including IT and Public Affairs. Special Projects as assigned.

BENEFITS: Beginning hourly wage, $20.62/hour; immediate group health insurance and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Detail oriented professional, good with mathematical processes, strong customer service skills, and an independent self-starter. Preferred skills include the following: strong phone, email and in-person communication; computer literacy (MS Office applications); problem solving and decision-making aptitude; and strong ethics and reliability. Prefer one year of experience in planning, directing, organizing, managing, or administering personnel or human resources functions; or two years in a customer service-based position; or two years of managing a business operation. Preference will be given to individuals with a four-year college degree. Education may be substituted for experience as determined relevant by the agency. Successful candidate must pass a background check.

HOW TO APPLY: Go to the State Employment Center at https://admin.ks.gov/services/state-employment-center and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either Sign into your existing account or Register for a new account.
- Review and complete your contact information on the My Contact Information page. Please make sure to include your email address.
- Upload documents listed in the Required Documents section of this job posting to the appropriate location.
- Complete and Submit your application.
Check your email and My Job Notifications for written communications from the Recruiter.

- Email - the email listed on the Careers>My Contact Information page.
- Notifications - view the Careers>My Job Notifications page

The following are the required items to apply:

1) a letter of interest
2) a detailed resume; including a valid e-mail address
3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
4) employment application – this is generated from the information which is input into the system
5) an Authorization to Release Information form** (this can be found at the following website):

**Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a “veteran” under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at https://admin.ks.gov/services/state-employment-center/veterans. Applicants claiming veterans’ preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – Open until filled

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.