

**SENATE HUMAN RESOURCES
JOB ANNOUNCEMENT
ASSISTANT DIRECTOR
HUMAN RESOURCES**

SUMMARY:

Under the direct supervision of the Deputy Secretary for Human Resources, the Human Resources Consultant has knowledge of the professional practices and principles of human resources administration. The ideal candidate possesses knowledge of labor relations and applicable Federal and State labor laws related to workplace discrimination, harassment, violence and retaliation. Additionally, the candidate has well-developed strong verbal and written communication skills and the ability to work cooperatively with divergent groups. The ideal candidate must be able to work with Senators, staff and internal human resources staff, to provide guidance, support and direction in various areas of human resources. The candidate also provides complex analyses as a specialist in workplace investigations and maintains confidences.

ESSENTIAL JOB FUNCTIONS:

Conduct highly confidential investigations to determine whether an allegation is substantiated based on evidence gathered and the policy at issue. Investigations typically include interviews with complainants, respondent and witnesses; document review; issuing summary reports of findings, including letters of reprimand or dismissal or demotion, to the Deputy Secretary for Human Resources as well as the Secretary of the Senate. Additionally, maintain professional standards and confidentiality when conducting investigations and work effectively with Senate employees to efficiently and thoroughly handle all related materials. Finally, provide strategic recommendations on areas where training is essential for best practices in workplace investigation outcomes.

Support Senate offices with development of job announcements and relevant levels of compensation. Serve as the point person for unemployment claims and recommend approval and/or dispute once they are reviewed. Assist with effective operation of payroll and office functions including review and approval of documents for payroll, hiring, terminations, classification changes and other areas of the HR administration. Serve as the Senate's Family Care and Medical Leave (FCML) coordinator and the Senate's Reasonable Accommodation coordinator. Along with the Deputy Secretary for Human Resources, serve as the Senate's Workers' Compensation coordinator, the Senate's retirement liaison with CalPERS and assist with payroll processing as needed. Demonstrate knowledge of Senate organizational policies and procedures.

MINIMUM QUALIFICATIONS:

Bachelor's degree required.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidates should poses strong interpersonal skills and have experience resolving issues that do not have clear answers. The incumbent should also have knowledge of employment law as it pertains to workplace conflict, medical leaves, the interactive process and reasonable accommodations, Workers' Compensation processes, payroll processing rules. Knowledge of Fair Labor Standards Act and California State Law is preferred.

SALARY & FINAL FILING DEADLINE:

Salary starts at \$6,392 per month. Applications should be postmarked no later than **May 11, 2018 or until filled.**

SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:

Jeannie Oropeza
Deputy Secretary for Human Resources
Legislative Office Building (LOB)
1020 N Street, Room 571
Sacramento, CA 95814

Please note: In addition to the interview, there will be a writing exam.