

**CALIFORNIA STATE SENATE  
HUMAN RESOURCES SPECIALIST I  
JOB ANNOUNCEMENT**

**BASIC FUNCTIONS:** Under the direct supervision of the Deputy Secretary for Human Resources and Deputy Director of Human Resources the Human Resources Specialist I is responsible for all personnel transactions for the assigned Senators, their staff and committee offices. Complete confidentiality, attention to detail, time management, and teamwork are essential for this full-time position.

**DUTIES AND ATTRIBUTES:**

- Ability to maintain confidentiality
- Directly responsible for entering and updating personnel information
- Verify, calculate, and maintain employees' service time for vacation and sick leave accrual
- Research and analyze appropriate compensation for new hire and current employee requests
- Organize and prioritize large volumes of transactions and documents
- Assist with answering phones, filing and covering for other staff as necessary
- Establish and maintain cooperative relationships with legislative staff and the general public
- Work well in a team environment and be able to multi-task
- Communicate clearly and concisely, orally and in writing
- Be willing to adapt to changes in priorities and complete tasks or projects under tight deadlines
- Possess strong analytical skills and attention to detail

**EDUCATION:**

- High school diploma required. Bachelor's degree preferred.

**DESIRABLE POSITION QUALIFICATIONS:**

- Prior payroll or health benefits experience
- Familiarity with legislative culture and protocol

**PAY RANGE & FILING DATE:**

\$3,412 - \$5,060 per month, will consider prior compensation

Applications must be postmarked by May 27, 2015

**Submit Cover Letter, Resume, and Senate Application to:**

Jeannie Oropeza, Deputy Secretary for Human Resources  
State Capitol, Room 500  
Sacramento, CA 95814