

KNOWLEDGE OF/ABILITY TO:

- Principles, practices and trends of human resources management.
- Federal and California employment law.
- Conduct internal investigations in a fair and impartial manner. Methods and techniques of research, statistical analysis and report presentation.
- Facilitate meetings and work groups.
- Establish and maintain professional and collegial relationships with those contacted during the course of work.
- Communicate effectively verbally and in writing.
- Properly interpret and make decisions in accordance with laws, rules and regulations.
- Meet critical deadlines and make sound decisions under pressure.
- Maintain strict confidentiality in work practice.
- Work flexible and extended hours and travel within the State of California.
- Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
- HRIS and other modern computer applications and software.

MINIMUM QUALIFICATIONS

- 5 years experience performing professional level employee relations and/or human resources work.
- Bachelor's Degree or equivalent work experience.
- PHR or SPHR certification *desired*

DEADLINE: All materials must be received by 5:00 pm, Friday, March 3rd, 2017.

Contact:

Please mail, or e-mail cover letter, resume and salary expectation to:

Assembly Rules Committee – HR Consultant Position
1020 N Street, Suite 300
Sacramento, CA 95814
Email: Human.Resources@asm.ca.gov