



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee
Classification: Human Resources Consultant
Posted: December 6, 2023

The Assembly Rules Committee, Human Resource office is seeking a Human Resources Consultant to perform a wide variety of personnel work with an emphasis on compensation best practices. The incumbent will perform complex, technical, and advanced analytical work in classification and compensation, and staffing, along with other duties as assigned. Ensures adherence to applicable legal regulations and Assembly personnel policies. Should have experience with compensation studies, salary administration programs, employment law compliance, utilizing analytical skills, independent and professional judgment. Additional experience in employee relations and recruitment is a plus.

REPORTS TO: Human Resources Director

PRIMARY DUTIES:

- Assists in the performance of personnel related duties, requiring knowledge of classification structure, and fair employment regulations.
- Provides compensation policy interpretation, analysis, guidance and technical advice for resolution of issues involving compensation policies and programs.
- Provides guidance and counsel on salary structure, job evaluations, promotion requests, and other comp-related programs to support organizational priorities.
- Conducts job studies, job analysis, and level setting to maintain position classification and grade equity within the salary structure.
- Partners with Human Resources Consultants to coach on complex issues related to compensation.
- Analyzes data and assists in the development of recommendations on the formulation of policies and procedures, staffing and organization changes.

- Compiles materials and prepares reports, manuals, and publications.
- Responds to complaints and requests for information while providing exceptional customer service.
- Review and updates salary structures to ensure compliance with state law and market practices.
- Performs other related work as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles, practices and trends of compensation, and employee relations.
- 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.
- Knowledge of the California Family Rights Act (CFRA) and Americans with Disabilities Act (ADA).
- Federal and California employment law.
- 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.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS:

- Knowledge of and experience applying compensation principles, techniques and methods of data analysis principles.
- Experience conducting job evaluations, job audit, market analysis, and developing/designing salary structures.
- Experience analyzing data using statistical methods to draw conclusions.
- Experience using common electronic data analysis tools and systems such as Microsoft excel formulas.

SALARY RANGE

\$6,924/month to \$16,513/month DOE

Contact: To apply, please send your resume and cover letter to Human.Resources@asm.ca.gov .