



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: California State Assembly Rules Committee

Classification: Human Resources Specialist I

Posted: August 22, 2023

Hours: Full-time (35 hours/week)

Salary Range: \$3,932 - \$6,920/month (commensurate with experience)

Position Location: Legislative Office Building 1020 N Street, Room 300
Sacramento, CA 95814

Position Description:

Under the direction of the Human Resources Director and the Payroll/Benefits Supervisor, the Human Resources Specialist I will perform professional, technical, analytical, and administrative work while exhibiting the highest level of customer service. The incumbent must have the ability to perform complex and difficult tasks while demonstrating independent judgement, interpretative ability.

Duties and Responsibilities:

- Assists in the maintenance of records and accounts.
- Compiles materials and data and prepare reports.
- Processes claims.
- Reviews and audits claims as well as invoices for accuracy.
- Maintains a variety of records and files in relation to payroll and employee benefits.
- Prepares personnel files for Assembly employees and other personnel related records and reports.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Methods and techniques of research, statistical analysis, record keeping, data collection, and report presentation.
- Modern office methods and procedures.
- Organization and function of California State Government.
- Committee and leadership structure in the California State Government.
- Communicate clearly and concisely.
- Properly interpret and make decisions in accordance with rules, regulations and policies.
- Maintain confidentiality in work practice.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Access, input and retrieve information from a computer.
- Work extended hours as necessary when legislative functions dictate.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov