



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Rules

Classification: Human Resources Consultant

Posted: April 9, 2025

The Assembly Rules Committee, Human Resource office is seeking a Human Resources Consultant with a strong foundation in generalist responsibilities to support a variety of human resources functions. This role involves managing day-to-day HR operations, including recruitment, employee relations, performance management, benefits and leave administration, and compliance with labor laws. The ideal candidate will demonstrate excellent communication, problem-solving, and organizational skills while ensuring that HR practices align with company policies and legal requirements.

REPORTS TO: Human Resources Director

PRIMARY DUTIES:

- Knowledge of and experience applying compensation principles, techniques and methods of data analysis principles.
- Manage compliance with employment laws, regulations, and internal policies, including overseeing the administration of employee leaves, workers compensation, and OSHA reporting.
- Provides consultation and advice on employee relations, including conflict resolution, disciplinary action, and performance management.
- Partners with Human Resources Consultants to coach on complex issues related to compensation, managing, recruiting etc.
- Responds to complaints and requests for information while providing exceptional customer service.
- 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.
- Performs other related work as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles, practices and trends of employee relations.
- HRIS and other modern computer applications and software.
- Knowledge of the California Family Rights Act (CFRA) and Americans with Disabilities Act (ADA).
- Knowledge of compensation principles, techniques and methods of data analysis principles.
- Knowledge of 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 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 using common electronic data analysis tools and systems such as Microsoft excel formulas.

SALARY RANGE:

\$8,750/month to \$15,826/month DOE

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