



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Payroll and Benefits

Classification: Human Resources Specialist I

Posted: February 17, 2026

Seeking a Human Resources Specialist I to perform a wide variety of work in support of payroll and benefits administration. The incumbent will perform technical, analytical, and administrative work while exhibiting the highest level of customer service. Must also have the ability to perform complex and difficult tasks while demonstrating independent judgement, interpretative ability and familiarity with payroll processing and benefits procedures.

Additional duties include:

- Input personnel transactions into the payroll system including new hires, salary increases, transfers, reclassifications, and separations.
- Maintain and prepare personnel files, records, and employee accounts related to payroll, benefits, and other personnel matters. Compiles materials, data and prepares reports.
- Process and monitor employee time and attendance records.
- Process and review claims and invoices for accuracy.
- Maintain a variety of records and files in relation to payroll and employee benefits.
- Process salary adjustments, partial pay period claims and disability claims.
- Respond to complex complaints and requests for information.
- Compiles with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Perform other related work as assigned.

Qualified candidates must demonstrate the ability to accurately enter and process transactions; maintain organized and confidential records; compile information and prepare basic reports; and respond to inquiries in a professional manner while following established policies and procedures.

The position requires strong interpersonal skills, sound judgement, and discretion; the ability to interpret and apply rules and regulations; and the capacity to manage multiple priorities, meet deadlines, and maintain accuracy and professionalism in a fast-paced environment. This role requires the ability to work onsite and may require extended hours as needed.

Contact: The Assembly salary range for the classification of Payroll Specialist I is \$3,932 – \$6,920 monthly. The anticipated salary for this hire will fall between \$3,932 and \$5,000 monthly. Please submit a cover letter and resume to Human.Resources@asm.ca.gov with Human Resources Specialist I in the subject line.