



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee
Classification: Human Resources Specialist III
Salary Range: \$7,061 – \$11,740 per month
Anticipated Hire Range*: \$7,061 – \$9,000 per month
Location: Sacramento, CA (Legislative Office Building)
Final Filing Date: Open until filled
Posted: April 16, 2026

The California State Assembly Rules Committee – Human Resources is seeking a highly skilled and motivated professional to join our team as a Human Resources Specialist III. This position is based at 1020 N Street, Suite 300, Sacramento, CA, and requires an in-person schedule, Monday through Friday, 9:00 a.m. to 5:00 p.m. Additional hours may be required based on business needs.

*The anticipated hire range reflects the expected starting salary for this position. Placement within the range is based on qualifications, experience, and internal equity.

Position Summary

The Human Resources Specialist III serves as a lead expert in payroll and benefits, performing complex and specialized work in support of Assembly operations. This position plays a key role in payroll administration, vendor coordination, compliance reporting, and HR systems support.

Key Responsibilities

- Lead and support payroll and post-payroll processes, including preparation of payroll and vendor claims
- Manage complex vendor billing (e.g., PERS and benefit providers), including reconciliation and claims processing
- Complete quarterly and annual tax reporting
- Calculate workers' compensation payments

- Serve as a liaison and lead contributor on HRIS initiatives, including Oracle system support
- Develop reports, metrics, and data analysis to support business decisions
- Support and train staff on payroll and benefits functions

Required Knowledge & Experience:

- Payroll processing and payroll tax compliance
- Vendor billing and reconciliation processes
- Basic accounting principles
- Employee Benefits, including CFRA, COBRA, and workers' compensation
- Experience with Oracle HRIS
- Advanced Microsoft Excel and Word skills

Core Competencies:

- Strong analytical and problem solving skills
- Ability to interpret and apply policies and regulations
- Effective communication and collaboration
- Ability to manage projects and work independently
- High level of discretion and confidentiality
- Ability to work under pressure and meet deadlines

Contact:

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