

**SENATE HUMAN RESOURCES**  
**JOB ANNOUNCEMENT**  
ASSISTANT DIRECTOR OF HUMAN RESOURCES  
**HUMAN RESOURCES**

**SUMMARY:**

Under the direct supervision of the Deputy Secretary for Human Resources, the Assistant Director of Human Resources has knowledge of the professional practices and principles of human resources administration. The ideal candidate possesses knowledge of payroll processing functions and operations. Additionally, the candidate has well-developed strong mathematical skills, verbal and written communication skills and the ability to work cooperatively with Senators, Senate employees and internal human resources staff, to provide guidance, support and direction in various areas of human resources. The candidate also provides analyses in complex workplace investigations and maintains confidentiality in the process.

**ESSENTIAL JOB FUNCTIONS:**

Manage effective operation of payroll and office functions including review and approval of documents for payroll, hiring, terminations, classification changes and other areas of the HR administration. Ensure all payroll transactions are processed accurately and efficiently by providing quality control review. Processes final bi-weekly payroll for Senate employees. Supervises human resources specialists in performing their duties as well as monthly attendance reporting.

May also be required to assist in conducting highly confidential investigations to determine whether an allegation is substantiated based on evidence gathered and the policy at issue. Investigations typically include interviews with complainants, respondent and witnesses; document review; issuing summary reports of findings, including letters of reprimand or dismissal or demotion, to the Deputy Secretary for Human Resources as well as the Secretary of the Senate. Additionally, maintain professional standards and confidentiality when conducting investigations and work effectively with Senate employees to efficiently and thoroughly handle all related materials. Finally, provide strategic recommendations on areas where training is essential for best practices in workplace investigation outcomes.

Support Senate offices with development of job announcements and relevant levels of compensation. Serve as the point person for unemployment claims and recommend approval and/or dispute once they are reviewed.

Serve as the Senate's Family Care and Medical Leave (FCML) coordinator and the Senate's Reasonable Accommodation coordinator. Along with the Assistant Director of Human Resources, serve as the Senate's Workers' Compensation coordinator, the Senate's retirement liaison with CalPERS and Senate employees. Assist with payroll processing as needed. Demonstrate knowledge of Senate organizational policies and procedures.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree required. Minimum of 5 years payroll experience desired.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidates should possess strong interpersonal skills and have experience working with employee payroll functions. Knowledge of employment law as it pertains to workplace conflict, medical leaves, the interactive process and reasonable accommodations, Workers' Compensation processes, payroll processing rules is an important quality.

**SALARY & FINAL FILING DEADLINE:**

Salary starts at \$6,712 per month. Applications accepted until filled.

**SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:**

Jeannie Oropeza  
Deputy Secretary for Human Resources  
Legislative Office Building (LOB)  
1020 N Street, Room 571  
Sacramento, CA 95814

**Please note: In addition to the interview, there will be a writing exam.**