

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE OF HUMAN RESOURCES
HUMAN RESOURCES SPECIALIST I
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS: Under the direct supervision of the Assistant Director for Human Resources, the Human Resources Specialist I is responsible for all personnel transactions for the assigned Senators, their staff and committee offices. Complete confidentiality, attention to detail, time management, and teamwork are essential for this full-time position.

DUTIES:

Organize, prioritize, and review for accuracy and completeness large volumes of transaction documents and Personnel Action Requests. Enter and update personnel information in the HR payroll system. Process new benefit enrollment forms, changes, and cancelations. Verify, calculate, and maintain employees' service time for vacation and sick leave accrual. Research and analyze appropriate compensation for new hire and current employee requests. Prepare Assist with answering phones, filing and act as back-up for other staff as necessary.

EDUCATION:

High school diploma required. Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

The ideal candidate should possess strong interpersonal skills and communication skills both orally and in writing and the ability establish and maintain cooperative relationships with legislative staff and the general public. The candidate must use sound judgement in decision making, exercise creativity and flexibility in problem solving problems and have the ability to maintain confidentiality. The candidate must work well in a team environment and be able to multi-task and be able to adapt to changes in priorities and complete tasks or projects under tight deadlines.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

PAY RANGE & FILING DATE:

Position is located in Sacramento, CA.

Salary starts at \$3,912 per month.

Applications will be accepted until position is filled.

Submit Cover Letter, Resume, and Senate Application to:

Lynne Cervinka

Assistant Director Secretary for Human Resources

Legislative Office Building (LOB)

1020 N Street, Suite 571

Sacramento, CA 95814

or via email

Lynne.Cervinka@sen.ca.gov

May also consider an Human Resources Specialist II