

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
HUMAN RESOURCES**

BASIC RESPONSIBILITIES: The principal consultant serve as the Organizational Engagement contact. Trains supervisors on appropriate workplace conduct, leadership, and accountability. Serves as subject matter expert in conflict resolution and mediation. Develops upward mobility program and cultivate a learning workplace culture. Ensures proper workplace planning and succession management. Provides consultation, advice, and recommendations in resolving HR issues of the utmost sensitivity and complexity to ensure that personnel practices are consistent, fair, and equitable. Conducts research and studies as required.

DUTIES AND ATTRIBUTES: Provides workforce analysis trends and implements proper strategic and succession planning to ensure continuity of critical business functions, key positions, and mitigate knowledgebase gaps. Resolves and mediates workplace conflict. Acts as advisor and expert on a wide range of HR issues that impact the organization by identifying problems, analyzing solutions, implementing changes, and assessing outcomes. Reviews, develops, and administers individual and departmental development and HR training programs and opportunities. Develops and administers orientation programs to educate employees on amenities of working for the Senate, foster a positive work culture and commitment to the organizational mission. Actively works to resolve disagreements and conflicts amongst staff to ensure a harmonious and productive work environment. Collaborates with executive leadership, managers, and supervisors to provide professional expertise in shared business objectives, policies, and procedures.

POSITION QUALIFICATIONS: Candidates must have substantial and broad knowledge and experience in human resources management and the ability to effectively establish, manage, and implement new programs and processes. Candidates must have the ability to communicate effectively orally and in writing; demonstrate leadership, initiative, tact, and proper judgement in dealing with sensitive personnel matters; and resolve workplace conflict effectively.

EDUCATION: Bachelor's degree is required.

SALARY AND FILING DEADLINE:

Salary starts at \$7,048 per month and applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Sheila Braverman, Deputy Secretary Senate Human Resources
Sheila.Braverman@sen.ca.gov

A copy of the Senate Employment Application can be found here:
https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf

Additional pages can be found here:
https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf