

Opening for
Legislative Human Resources Administrator
Colorado General Assembly
Deadline for Applications: January 12, 2018

Position Summary:

The Colorado General Assembly is hiring for a new nonpartisan position of Legislative Human Resources Administrator. This person will serve as a human resources person for the General Assembly, including legislators and employees. The Legislative Human Resources Administrator, under the direction of the director of the Legislative Council Staff and the director of the Office of Legislative Legal Services, will be expected to provide high-quality human resource services to the legislators, employees, and volunteers of the Colorado House of Representatives and the Colorado Senate and to the Legislative Council Staff, the Office of Legislative Legal Services, the staff of the Joint Budget Committee, and the Office of the State Auditor. This is a full-time, temporary position beginning in February 2018 and continuing through June 30, 2018. The position is expected to become permanent beginning July 1, 2018, at which time the persons to whom the Legislative Human Resources Administrator reports may change.

Job Duties and Responsibilities:

Provide general advice and assistance to the nonpartisan legislative staff agencies, the House of Representatives, and the Senate concerning human resource issues, which may include:

- Advising on employee benefits, safety, welfare, and health;
- Developing and implementing Human Resources Information Systems (HRIS);
- Assisting in interpreting and applying employment law;
- Providing assistance and support related to performance management; and
- Providing employee services and counseling with regard to human resource issues.

Provide general information and advice upon request concerning Joint Rule 38 and the Workplace Harassment Policy, including:

- Acting as the initial contact for persons working with the legislature within the legislative workspaces, including legislators, legislative employees and volunteers,

lobbyists, and media representatives, with questions, issues, or complaints arising under Joint Rule 38 and the Workplace Harassment Policy;

- Supervising, coordinating, and providing training for persons concerning workplace harassment and the Workplace Harassment Policy; and
- Assisting in reviewing, making recommendations, and possibly revising Joint Rule 38 and the Workplace Harassment Policy.

Position Qualifications: A candidate for the Legislative Human Resources Administrator position must have the following qualifications:

- Bachelor's degree in human resources management from an accredited college or university;
- Senior Professional in Human Resources (SPHR) or Society for Human Resource Management Senior Certified Professional (SHRM-SCP) certification;
- At least ten years of professional experience in managing personnel/human resource functions; and
- Knowledge of applicable state and federal employment laws.

Required Skills: A candidate for the Legislative Human Resources Administrator position must have the following skills:

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process;
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations, and legal precedent;
- Ability to work under pressure and handle difficult situations; and
- Ability to work in a nonpartisan manner with legislators as well as partisan and nonpartisan employees and volunteers.

Application Requirements: Applications must be received no later than **January 12, 2018**. Please submit a cover letter, resume, and salary requirements by email, postal mail, or in person to:

Matthew Dawkins, Office Manager

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