

Opening for

## **Legislative Human Resources Administrator**

**Utah Legislature**

**Deadline for Applications:**

**Position Summary:** The Utah Legislature is hiring for a new position of Legislative Human Resources Administrator. This person will serve as the sole Human Resources person for the legislature and its five legislative staff offices. The Utah Legislature is seeking a human resources administrator who will provide high-quality human resource services to the Legislature's five employment units: the Utah House of Representatives, the Utah Senate, the Office of the Legislative Fiscal Analyst, the Office of the Legislative Auditor General, and the Office of Legislative Research and General Counsel. The incumbent will report to the Legislative Services Management Council, a committee composed of the Senate chief of staff, the House chief of staff, and the directors of each of the three staff offices as voting members and the Legislature's general counsel as a nonvoting member.

**Pay range:** \$52.00 - \$62.50 (\$110,000 - \$130,000)

**Position Qualifications:** A candidate for the human resources administrator must have the following qualifications:

- A Bachelor's degree (Master's preferred)
- SPHR<sup>1</sup> or SHRM-SCP<sup>2</sup> certification
- At least 5 years' experience in a professional human resource position
- Demonstrated management skills
- In-depth knowledge of human resource principles
- Excellent communication and interpersonal skills
- Knowledge of applicable state and federal employment laws
- Experience developing and implementing human capital strategies
- Ability to work under pressure and handle difficult situations

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<sup>1</sup> Senior Professional in Human Resources (SPHR)

<sup>2</sup> Society for Human Resource Management Senior Certified Professional (SHRM-SCP)

- Knowledge of state and federal employee benefits that are or may be available to legislative employees

**Position Responsibilities and Duties:**

See attached job description.

**Basic Job Requirements:**

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Risks are those found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- The five legislative employment units participate in E- Verify.

**Veteran's Preference (Utah Code Ann. 71-10- 1, et. seq.):**

- An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.

**Equal Opportunity Employer:**

- The Utah Legislature is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Utah Legislature provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of Legislative Research and General Counsel at 801-538-1032.

**About the Offices:** The Legislature is divided into five employment units: the Utah Senate; the Utah House of Representatives; the Office of the Legislative Fiscal Analyst; the Office of the Legislative Auditor General; and the Office of Legislative Research and General Counsel. In total, the

Legislature employs approximately 140 people for most of the year, and up to approximately 320 people during the legislative session. The job descriptions and types of employment vary widely across the various offices.

**Application Requirements:** Please submit a cover letter and resume by email, postal mail, or in person no later than 5 p.m., December 1, 2017, to Denise Johnson ([hire@le.utah.gov](mailto:hire@le.utah.gov)) 210 House Building, Utah State Capitol Complex, PO Box 145210, Salt Lake City, Utah, 84114-5210