STATE OF UTAH
invites applications for the position of:

SENIOR HUMAN RESOURCES GENERALIST

PHYSICAL ADDRESS: Legislative Services
State Capitol Complex
W000 House Building
Salt Lake City, UT 84114

OPENING DATE: Monday, December 16, 2019
CLOSING DATE: Sunday, December 22, 2019, 11:59 pm

JOB DESCRIPTION:

The newly created Office of Legislative Services, a non-partisan office within the Utah Legislature, is seeking a full-time Senior Human Resources Generalist. This new position will assist the Legislative Services/HR Administrator in creating, building, and cultivating a new centralized human resource function for the legislative branch of Utah state government. This position is a Senior Human Resource Generalist and will perform a wide variety of tasks at a professional, analytical level. The main focus for this position will be in recruitment, classification, employee relations, training, policy, and special projects.

If you have an interest in building processes and functions from scratch, want to be part of creating long-term, sustainable HR functions for a branch of state government, love challenging and rewarding work within a fast-paced, intense environment, and desire to have a job with variety in tasks, this is the job for you.

EXAMPLE OF DUTIES:

• Serves as the recruiter for legislative branch recruitments, including recruitment planning, writing and posting job announcements, resume review, and assisting with the interview process;
• Conducting a recruitment needs assessment and redesigning the way recruitment and selection is performed, in order to capitalize on technology to refine the process;
• Assists management with job classification tasks, such as writing and modifying job descriptions, and conducting desk audits when needed;
• Oversees some employee relations functions, where knowledge of applicable state and federal employment law is required, such as ADA, Workers’ Compensation, leave issues, performance management, etc.;
• Designing in-house human resources, leadership, and other training or coordinating contracts with outside vendors to provide training to legislative staff;
• Designs and/or prepares training/instructional materials, fliers and other educational materials;
• Receives, researches and responds to incoming questions or complaints; provides information, explains policy and procedures, and/or facilitates a resolution;
• Works on multiple human resource projects, researching current and best practices, determining customer needs, and presenting options and recommendations;
• Serve as primary back-up for all HR transactional functions, such as payroll, employment actions, onboarding and offboarding, and benefits;
• Other duties include: Assisting the Legislative Services/HR Administrator with all other aspects of the HR function and serving as back-up when needed; creation of forms, processes and procedures, policies, and workflows; communication; ad hoc work groups and projects; and relationship building with employees and external partners.

IDEAL CANDIDATES:

• Professional level, analytical experience in a wide variety of human resources functions, including employment law, recruitment, classification, training, and transactional work;
• Experience working with higher level human resource functions which involve complexity, diplomacy, and may be multi-faceted;
• Strong work ethic, highly motivated, and self-driven;
• Adaptable and flexible within an ambiguous environment where processes, policies, forms, standards, precedents, and workflows may not currently exist;
• Excellent relationship building skills;
• Analytical ability in situations to solve problems and resolve issues;
• Strong attention to detail;
• Creativity in developing new human resources processes;
• Project management abilities in assessing needs, exploring options, making recommendations, and seeing a project through to completion;
• Ability to work independently and in a team environment, and to provide coaching and mentoring to other staff.

MINIMUM QUALIFICATIONS:

• Professional level experience in a wide variety of human resource functions, with a focus on analytical work;
• Current SPHR, PHR, SHRM or IPMA certifications;
• Knowledge of and facility with Microsoft office products and HR Information Systems;
• Must be able to work extended hours from December through mid-March, during interim, and as needed;
• Must be non-partisan.

ADDITIONAL PREFERENCE MAY BE GIVEN FOR ANY OF THE FOLLOWING:

• Bachelor’s Degree in Human Resources, Business, or a related field;
• Senior level analytical experience in Human Resources in a governmental agency.
SALARY RANGE: $30.00 - $50.00 hourly. Chosen applicant will be offered an actual salary within this range commensurate with experience, education, and other factors.

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

NUMBER OF OPENINGS: 1

TO APPLY SEND A COVER LETTER, RESUME, AND 3 REFERENCES TO: dcragun@le.utah.gov

RECRUITER NAME: Debbie Cragun
RECRUITER PHONE NUMBER: 801-326-1600
RECRUITER EMAIL ADDRESS: dcragun@le.utah.gov

OVERTIME EXEMPT: Yes

SCHEDULE CODE: AN – Employees of the Legislature. At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Debbie Cragun at 801-326-1600.

SUPPLEMENTAL INFORMATION: The typical office setting for this job is adequately lighted, heated and ventilated. However, you may encounter some risks that are associated with any office setting, for example, the safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.