



**LEGISLATIVE SUPPORT SERVICES
INVITES APPLICATIONS FOR THE POSITION OF:**

JOB TITLE: Human Resources Consultant

REPORTS TO: Director, LSS

RESPONSIBILITIES:

This position serves as a professional expert in various human resource areas. Provides advice and consultation to all Legislative sub-agencies, including Legislative Support Services (LSS), Joint Legislative Audit and Review Committee (JLARC), Legislative Evaluation and Accountability Program (LEAP), Legislative Service Center (LSC), Office of the State Actuary (OSA), Statute Law Committee (SLC), and the Joint Transportation Committee (JTC). Handles or oversees the organization's most sensitive, complex, or critical human resource issues.

The position will be part of the Administration workgroup in the Office of Legislative Support Services (LSS) within the State Legislature and reports to the director of LSS, per the attached organizational chart.

TYPICAL WORK:

- Provides advice, interpretation and counsel to clients regarding applicable human resource rules, regulations, policies and procedures in areas such as classification, compensation, performance management, problem resolution, reasonable accommodation, organizational development, hiring and recruiting, discipline, termination and layoff;
- Assists with position descriptions and qualifications across all assigned legislative sub-agencies;
- Meets with administrators, supervisors and employees to assess human resource needs; plans, develops and implements strategies to promote effective client relations and to resolve problems;
- Analyzes, proposes and draft classifications and salary recommendations within existing salary bands; reviews and allocates positions;
- Analyzes organizational structure of client units; develops and proposes alternative staffing configurations to enhance unit effectiveness;
- Investigates, prepares documentation and recommends position on internal grievances, complaints and appeals; serves as representative in a variety of appeal or adjudicative forums;
- Develops and conducts presentations, training programs and workshops regarding human resource functions, management practices, rules or procedures;
- Researches and analyzes proposed rules, laws and program elements to determine impact on unit or organizational operations; participates in planning and implementing new human resource programs, policies and procedures;

Legislative Support Services (LSS)

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- Reviews, approves, or makes recommendations on requests for exceptions to policy;
- Assists and consults on the development of agency policy manuals.
- Assists with Public Records Act request in conjunction with House and Senate Counsels;
- Works and consults with both House and Senate counsel(s) on human resource legal issues;
- Acts as primary point of contact with the attorney general's office on personnel related matters; consults with the relevant assigned Attorney General's on personnel related issues;
- Other related duties as assigned.

QUALIFICATIONS:

- The successful candidate will have a minimum of 5+ years Human Resource management
- 3-5 years of broad-based professional human resource experience, including facilitating organizational development or change, and advising and consulting on human resource issues
- At least three 3 years supervising HR staff (experience may be gained concurrently with professional HR experience).
- Proficient in Federal and local employment laws, rules, regulations and procedures
- Experience working with exempt, "at-will" employees
- Knowledge of the legislature and legislative operations, including the various legislative agencies
- Knowledgeable in performance management
- Excellent analytical, research, and writing skills
- Ability to work quickly and calmly under stress
- Superb interpersonal, verbal and written communication skills
- Ability to maintain confidentiality and build trust across organizational boundaries
- Outstanding customer service skills, excellent judgment and common sense
- Experience developing work standards and policy manuals
- Ability to be a contributing member of a cohesive team, as well as, work independently while seeking appropriate assistance and input from others

EDUCATION:

- A Bachelor's or graduate degree with focus on business, human resources, social or organizational behavioral sciences, or related field or a juris doctorate from an accredited institution.
- Working knowledge of employment and labor law.
- PHR or SPHR Certification



COMPENSATION:

Salaries for professional legislative staff are competitive. The starting salary range is \$70,000 - \$85,000, annually, depending on the successful applicant's education and experience. Employee benefits include: health care, retirement options, paid time off, career and personal growth opportunities, dependent care assistance, access to the state Employee Assistance Program (EAP), commute trip reduction options, employee wellness programs, and optional WSECU membership.

APPLICATIONS:

Applicants should submit a letter of interest, resume, and references. Please submit application materials by May 22, 2015, to:

**Director
Legislative Support Services
P.O. Box 40500
Olympia, WA 98504-0500**

An electronic application package may be sent to Kevin.Pierce@leg.wa.gov.

This position is open until filled. Applicants are encouraged to submit materials as soon as possible as screening and interviewing will begin shortly after the close date.

Legislative Support Services is an Equal Opportunity Employer.



Office of Legislative Support Services Organizational Chart

