

JOB ANNOUNCEMENT
Posting Date May 16, 2017
Legislative Research Commission

LRC Human Resources

The Legislative Research Commission is currently accepting applications for the position of Legislative **Human Resource Specialist** with the Human Resources Department. This position is nonpartisan in nature and requires the ability to work with neutrality in a politically charged environment.

The job duties for this Human Resource Specialist include, but are not limited to, the following:

- Provide technical assistance to legislators and personnel regarding human resources needs such as payroll, and benefits administration to agency management and employees;
- Process and approve personnel actions
- Administer payroll for legislators and GA session employees
- Review payroll or position actions and position descriptions for accuracy and conduct audits when necessary;
- Recommend new class specifications and revisions in existing specifications when necessary;
- Respond to employment verification inquiries; prepare documents relating to court ordered garnishments, worker's compensation, and retirement. Interview and counsel employees seeking career alternatives;
- Process open record requests;
- Process agency unemployment insurance claims or workers' compensation claims;
- Perform other duties as assigned.

Preferred Qualifications: A Bachelor's degree with an emphasis in personnel, business, public administration or a related field. One year experience in Human Resources or relevant field. Will substitute additional experience for education on a year-for-year basis

The individual selected for this position must have a positive attitude, excellent organizational skills, and good spoken and written communication skills. A successful candidate will be public-service oriented and able to take direction

from colleagues. The person selected must maintain a professional non-partisan rapport with legislators, LRC staff, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days.

Application Deadline: The review of applications will begin immediately and the position will remain open until May 26, 2017.

How to Apply: All persons meeting the qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to: LRCresumes@lrc.ky.gov and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director for Human Resources/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601

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