

Arizona House of Representatives

Human Resources Manager

Working in-office located at
1700 W Washington St
Phoenix AZ 85007

Overview

The Arizona House of Representatives is looking for an experienced Human Resources Manager as the State ushers in a new human resource management system. In addition to the HR responsibilities, this position will assist the agency in educating and training employees and Legislators with becoming familiar with the new system. Salary will be depending on experience.

Responsibilities

- Manage all HR functions including talent acquisition, training and development, organizational management, employee relations and retention.
- Educate employees and Legislators on their Retirement system.
- Nurture a positive working environment.
- Maintain compensation and benefits programs.
- Ensure legal compliance within the human resource management system.

Minimum Qualifications

- Bachelor's degree in human resources, management, or related field or experience.
- Excellent active listening, verbal and written communication, and organizational skills.
- Competent to build a working relationship with employees, management, and elected officials.
- Knowledge of HR practices, principles, and applicable employment-related laws and regulations.
- Strong attention to accuracy and detail.
- Ability to learn new Human Resource Management system.

Benefits

- Paid vacation and sick leave with 10 paid holidays per year.
- Medical, Dental, Vision insurance and Life plans offered.
- Retirement Benefits with Arizona State Retirement System.

Travis Swallow
Chief Financial Officer
Arizona House of Representatives
tswallow@azleg.gov