

**JOB ANNOUNCEMENT**  
**Posting Date 04/19/2019**  
**Legislative Research Commission**

LRC Human Resources  
**Human Resources Specialist**

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

**Job Duties:**

- Provide responses to staff inquiries related to human resources needs.
- Process and approve personnel action notifications.
- Provide technical assistance relative to personnel, payroll, and benefits administration to agency management and employees.
- Review payroll or position actions and position descriptions for accuracy and conduct audits.
- Respond to employment verification inquiries; prepare documents relating to court-ordered garnishments, worker's compensation, and retirement.
- Coordinate internal promotion programs for agency employees.
- Process agency unemployment insurance claims and workers' compensation claims.
- Coordinate education and training programs to include tuition assistance, educational leave, outside training, and related programs.
- Coordinate special projects.
- Create and maintain personnel reports in Microsoft EXCEL, (KHRIS), and in-house Personnel Application.
- Issue and maintain ID badges for employees, legislators, lobbyists, and media personnel; order supplies.
- Communicate with the Personnel Cabinet for discrepancies in policies, as needed.
- Obtain documents for Open Record Requests.
- File and maintain personnel records.
- Process vouchers from legislators' travel.
- Assist with Open Record Requests, including but not limited to requests from the Director's office, other legislators, and outside requests.
- Administer payroll for legislators and GA session employees.
- Administer personnel actions for legislators and GA session employees using the KHRIS system.
- Process health and life insurance, retirement, and other benefits.
- Process Travel Payments (TP), Internal Transaction Agreement/Internal Transaction Initiator (ITA/ITI), Cash Receipt (CR), Payment Request Commodity

(PRC), Journal Voucher Transfer (JV2T): Work in Enhanced Management Administrative Reporting System (eMars) to process travel payments, inter-account transactions, credits, payment requests, and journal vouchers.

- Audit and process staff travel vouchers for conformity to staff travel guidelines.
- Perform other duties as assigned.

**Minimum Requirements:** A bachelor's degree with an emphasis in personnel, business, public administration or a related field supplemented by one year in human resources or a relevant field. Education may be substituted for experience and experience may be substituted for education at the discretion of the hiring supervisor/manager.

**Desired Skills and Abilities:**

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills.
- Ability to enter, process, and monitor all employee timesheets.
- Ability to maintain and update personnel and payroll information using the Kentucky Human Resources Information Systems (KHRIS) system.
- Positive attitude and strong work ethic.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a public service orientation with the ability to maintain a good rapport with LRC staff, General Assembly members, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of 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. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business, April 26, 2019. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at <https://apps.legislature.ky.gov/lrc/LRCApplication.pdf>) must be completed prior to any

interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

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

*The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.*