

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Operations and Support Services**

RECRUITMENT NOTICE

Position: Manager, Human Resources
Office of Operations and Support Services

Salary: \$135,000 - \$165,000

Application Deadline: June 3, 2022

Position Summary:

This is a management position that involves administering human resources policies, programs and practices for the employees of the Department and for the Maryland General Assembly: including planning, organizing, developing, implementing, coordinating, and directing. The Human Resources Manager, which reports to the Director of Office of Operations and Support Services oversees specific personnel functions to include recruitment, training and orientation, benefits coordination, records processing, payroll, retirement, and related activities required to maintain personnel services. In addition, the Human Resources Manager advises management on pertinent employment issues, provides guidance to employees regarding departmental procedures, and maintains oversight of legal issues in the labor and employment area.

MAJOR DUTIES AND RESPONSIBILITIES

The Human Resources Manager provides leadership and direction in support of agency mission, goals and objectives, complying with legal mandates, and exemplifying best practices. Additionally, the Human Resources Manager is responsible for the day-to-day operations of the Human Resources Office and oversees a team of 10. The Maryland General Assembly's page and intern programs that provide opportunities for students from Maryland high schools and colleges to participate in the work of the legislature fall under duties of Human Resources. The Human Resources Manager will carry out the following (not all-inclusive):

- Plan, organize and evaluate for the overall management of the Human Resources operation of the Maryland General Assembly
- Maintain lines of communication in order to manage the human resources operations effectively and efficiently
- Interpret and implement HR related laws and regulations and propose, publish, and administer personnel policies
- Evaluate the appropriateness of HR actions based on guidelines, procedures and precedents and selects approaches or solutions to HR related problems
- Maintain high standards of customer service in order to respond to needs of the Maryland General Assembly
- Establish work priorities and evaluate the performance of employees engaged in HR administration activities
- Direct and administer an effective recruitment program
- Implement compensation program; rewrite job descriptions, as necessary; analyze compensation; and monitor performance evaluation program
- Maintain confidentiality for all HR related activities
- Prepare, recommend, and maintain records and procedures for controlling personnel transactions and reporting personnel data using SAP system
- Oversee payroll operations
- Prepare and administer a HR program budget

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the theories, principles, and practices associated with the administration of human resources in the public sector
- Knowledge of Equal Employment Opportunity laws and other federal law such as FMLA and ADA
- Knowledge of the principles of supervision and management of employees
- deciding between several alternative solutions

- Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, legislators, and the general public
- Ability to communicate clearly and effectively both orally and in writing
- Skill in the use of computer hardware and software with proficiency in Microsoft package

QUALIFICATIONS

- Bachelor's degree in human resources management, business administration or related field from an accredited college or university.
- Five (5) or more years of professional personnel work in any combination of the areas of job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, and human resources program and policy development. Experience should include supervisory and/or management experience in one or more of the above areas.
- SPHR/PHR preferred
- Availability to work extended hours throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

Team Member Benefits: [For More Information Click Here](#)

To Apply:

- Email Resume: jobs@mlis.state.md.us and include code 11-22 on your resume.

Website: <http://mgaleg.maryland.gov>

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5/16/22