



**NEVADA LEGISLATIVE COUNSEL BUREAU
DIRECTOR'S OFFICE
DEPUTY HUMAN RESOURCES COUNSEL**

The Legislative Counsel Bureau (LCB) is seeking qualified applicants for the position of Deputy Human Resources Counsel. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature, which meets every other year (biennially) for a 120-day session to adopt a two-year budget and to enact new laws or revise existing laws. Following each session, there is a 20-month period between sessions referred to as the “interim.” Though fairly rare, one or more special sessions may be held during the Interim.

Position Description: The Deputy Human Resources Counsel works under the direct supervision of the Chief Human Resources Counsel. The Deputy assists in providing legal advice and assistance relating to employment matters to the various Divisions of the LCB and the Nevada Legislature. The Deputy also assists with various other general human resources responsibilities. Some job duties include developing HR programs, reviewing various employment policies, creating and managing job descriptions and job postings, assisting with recruiting, interviewing and hiring of employees, providing legal advice and assistance regarding employee disciplinary actions, providing training to supervisors and employees on various employment related matters, ensuring compliance with various employment laws and assisting with creating a periodic newsletter for employees. In addition, the Deputy assists with inhouse contracts by reviewing proposals and preparing contracts on behalf of the LCB and performs other duties as assigned. This position involves working within a highly professional environment with Legislators, and LCB and legislative staff. The Deputy HR Counsel may also interact with other state agencies and members of the public who visit the Legislative Building.

Location: The offices of the LCB are mostly based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains a small office in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City within the Legislative Building. The Legislative Building shares grounds with the State Capitol and Supreme Court, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an estimated average of over 320 days of sunshine each year!

Salary and Benefits: The annual salary for this position is based on a Grade 45, which has a salary range of \$79,719 to \$120,582, based upon the employee/employer paid retirement option. Actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance and membership in the state’s retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be

accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

Minimum Qualifications/Requirements: Applicants must have a license to practice law in Nevada or a license to practice law in another state and willingness to take and pass the Nevada Bar Exam within 1 year. Applicants should have experience practicing in the area of human resources and employment law. Experience drafting and reviewing contracts is preferred.

Working Conditions: The work is performed in a typical office environment. Some overtime and travel may be required.

Application Process: Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check. Applicants must submit an LCB application, which may be found at:

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/director-s-office>

Applicants must also submit a cover letter with a current résumé.

This recruitment is open until the position is filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may instead be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.

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