



**NEVADA LEGISLATIVE COUNSEL BUREAU
HUMAN RESOURCES UNIT
PERSONNEL ANALYST/HUMAN RESOURCES GENERALIST**

The Legislative Counsel Bureau (LCB) is seeking qualified applicants for the position of Personnel Analyst/Human Resources Generalist. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature, which convenes biennially for a 120-day regular session and for rare special sessions during the interim period.

Position Description: The Personnel Analyst/Human Resources Generalist works within the Human Resources Unit in the LCB Director's Office. Under the supervision of the Chief and Deputy Human Resources Counsel, the position supports the Nevada Legislature and the various divisions of the LCB by performing work in the following areas: recruiting and selecting candidates for employment and onboarding new hires; developing and administering employment policies and related training, drafting and editing job descriptions and recruitment materials, securely maintaining sensitive personnel files and employment records, receiving and documenting employee concerns, and implementing appropriate disciplinary action in cases of substandard performance or misconduct. The position may also perform other duties as assigned.

Salary and Benefits: The salary for this position is based on a Grade 35, which has an annual salary of approximately \$51,281 to \$76,170, based upon the employee/employer paid retirement option. Compensation will depend on qualifications and experience. The employee who fills the position will receive the same paid annual leave, paid sick leave, health insurance, and retirement benefits available to state employees generally. An explanation of the retirement options and information regarding State retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision, and dental benefits available to employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits, including a deferred compensation program, are also available.

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 offices 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, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. Carson City is also 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 average of over 265 days of sunshine each year.

Qualifications: The successful candidate will have graduated from an accredited college or university with a bachelor's degree in human resources management, public administration, or another related field, and will have two or more years of relevant, progressively responsible experience. Alternatively, the successful candidate will have an equivalent combination of education and experience.

Knowledge and Skills: The successful candidate will have a working knowledge of the principles, practices, and methods pertaining to personnel administration, recruitment, training, and evaluation, as well as a general knowledge of employee relations principles. The successful candidate will also have excellent written and oral communication skills, will possess good judgment and discretion, and be able to work independently and productively for extended periods. Strong preference will be given candidates skilled in applying relevant provisions of the Nevada Revised Statutes and the Nevada Administrative Code. A human resources certification from a nationally recognized program is preferred, but not required.

Working Environment: The Personnel Analyst/Human Resources Generalist works in a typical office environment. Significant overtime may be required during regular and special sessions. In addition, overtime may occasionally be required during the interim period for special projects as needed.

Application Process: Applicants must submit an LCB Employment Application, which is located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/director-s-office>. Applicants are also encouraged to submit a cover letter and résumé with references. Offers of employment are conditional pending the results of a background check.

Recruitment for this position will remain open only until the position is filled. Because the position may be filled at any time, applicants are encouraged to apply as soon as possible. Applications may be submitted by email to LCBHR-Employment@lcb.state.nv.us or may be mailed to:

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

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, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation.

(Revised 5/16/2022)