



**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 will also assist with implementation and maintenance of the LCB's Human Resources Management Software (HRMS) by establishing and optimizing processes and procedures as needed, developing and updating training materials on each module of the HRMS, assisting with development and implementation of time and pay code formulas, and evaluating and monitoring various data streams. 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 \$51,803 to \$76,922, 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](http://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.

**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. The successful candidate must also possess strong technical skills, including proficiency in implementing or managing HRM software and experience with SQL-style database management. 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](mailto: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

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