



MISSOURI HOUSE OF REPRESENTATIVES JOB OPPORTUNITY

HUMAN RESOURCE ANALYST

House Administration Division

The House of Representatives is accepting applications for the position of Human Resource Analyst in the House Administration Division. This professional position is responsible for performing human resource related duties including employee recruitment and retention, interviews, classification review, job descriptions, payroll and salary administration, policy development and administration, employee benefits, employment records, wellness activities and a variety of employee relations and personnel law related matters.

Successful applicants should have related human resource experience and a working knowledge of the principles and practices of human resources and employment law. Position also requires the ability to establish and maintain effective working relationships, excellent skills in the areas of verbal and written communication, customer service, organization, attention to detail, and a proficiency in MS office. Training experience and a working knowledge of the state SAM II HR system preferred.

A bachelor's degree in business administration or related field required. Additional years of related experience may substitute for required education. Starting salary commensurate with applicable education and experience. This non-partisan, full time position is located in Jefferson City and is eligible for full state benefits.

Please send resume, letter of interest, references, and minimum salary requirements **no later than January 19, 2018** to:

Missouri House of Representatives
Administration Division
State Capitol Building, Room B-22
Jefferson City, MO 65101
Attention: Human Resource Analyst

Resumes and letters may also be submitted electronically to:
househr@house.mo.gov.

An Equal Opportunity Employer M/F/D/V