



STATE OF VERMONT
GENERAL ASSEMBLY

Office of Human Resources
Director of Human Resources

Overview

The Vermont General Assembly seeks an experienced human resources professional to be the Director of the new Office of Human Resources, which will provide nonpartisan human resources services to members of the General Assembly and to legislative employees. The Vermont General Assembly consists of 180 part-time citizen legislators and employs approximately 90 full- and part-time staff. The new Director of Human Resources will have a unique opportunity to develop and implement innovative policies and training practices to help ensure that the Vermont General Assembly continues to be an excellent place to work and in which to serve the people of Vermont. The successful candidate for this full-time position will have excellent interpersonal, communication, negotiation, and conflict-resolution skills and will be both collaborative and self-directed, with a thorough knowledge of relevant labor and employment laws.

Duties and Responsibilities

The Director of Human Resources reports to the Joint Legislative Management Committee (JLMC). The duties of this position include:

- Developing compensation and benefits plans and personnel policies for legislative offices and employees, in consultation with the heads of other legislative offices, for JLMC approval
- Providing advice, guidance, and technical assistance to the other legislative offices in the administration of the compensation and benefits plans and personnel policies
- Providing training on topics such as the prevention of harassment and discrimination, implicit bias, time management, and other workplace issues
- Providing job recruitment services to other legislative offices as needed
- Providing performance evaluation support to other legislative offices
- Providing advice and guidance to legislative employees, supervisors, and members of the General Assembly regarding labor and employment laws, policies, and practices
- Coordinating legislative internship opportunities, including registering legislative interns and developing and implementing internship policies and procedures
- Developing and implementing processes for investigating and resolving disputes involving members of the General Assembly and legislative employees.

Qualifications

- **Education:** Bachelor's degree in human resources management, business administration, or related field required; master's degree or equivalent experience preferred.
- **Certification:** Minimum of PHR or SHRM-CP required; SPHR or SHRM-SCP preferred.
- **Experience:** At least five years of professional experience in human resources required; management- or supervisory-level experience highly preferred.

Additional Details

Salary will be based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in MS Word or PDF format a resume and a cover letter explaining your interest and qualifications by email to: mferrant@leg.state.vt.us. Applications must be submitted by **November 2, 2020**. Please put your name and "HR Director application" in the subject field of the email (for example: Mary Jones, HR Director application).

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.