NEW MEXICO JUDICIAL BRANCH

AOC HUMAN RESOURCES ADMINISTRATOR
(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2015JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under administrative direction provide professional human resources services for the Administrative Office of the Courts (AOC) and the New Mexico Judicial Branch.

EXAMPLES OF JOB DUTIES

- **The AOC Human Resources Administrator** is responsible for providing statewide guidance and assistance to judges, management, and employees on human resource issues.
- Reviews, interprets, and provides guidance on governmental employment regulations including but not limited to Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Workers' Compensation, and the American's with Disability Act (ADA).
- Provides statewide guidance and support to management and employees regarding human resources issues or the interpretation and application of personnel rules and policies, human resources laws and individual circumstances.
- Creates and facilitates training on human resources topics, that incorporate employment trends, remains consistent with federal and state regulations, and addresses management and employee needs.
- May represent the AOC Human Resources Division on judicial committees or as a participant in various committees or projects.
- Provides support on the research, design, implementation and communication of human resources initiatives.
- Participates in creating and implementing specialized projects in the area of human resources, which may include but are not limited to, Equal Employment Opportunity (EEO), Employee Relations, Training, Performance Appraisals, Investigations and Compensation Analysis.

- Analyzes requests for position changes and including reclassifications and prepares recommendations related to job responsibilities and organizational structure.
- Conducts classification reviews to provide applicable recommendations and any updates or revisions.
- Evaluates and prepares recommendations for employee compensation changes.
- Assists in conducting wage analysis and providing compensation data or recommendations, to include gathering, analyzing, and preparing monthly, quarterly or yearly adhoc HR data.
- Provides and develops customized reports in order to identify trends, correlations to uncover insights, and audit HR data.
- Delivers guidance on employee relations including counseling, corrective, or disciplinary memorandums, identifying problems and formulating appropriate recommendations.
- Seeks alternative remedies including ADR, coaching, and training.
- Recommends operating policy and procedural improvements and coordinates the resolution of specific policy or rule problems and inquiries.
- Drafts or edits personnel policies and design forms.
- Administers and audits payroll.
- Maintains current knowledge of benefits, and audits employee benefits.
- Manage and administer employee information, pay data, position changes, or reclassifications, new or changed positions and various human resources transactions utilizing the automated human resources system.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of human resources administration practices, principles and techniques; performance management; payroll and benefit administration; recruitment and selection techniques; employment law; knowledge of Human Resources and labor relations including FMLA, FLSA, Workers' Compensation, and the ADA.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Human Resources, Psychology, Business Administration, Judicial Administration, Public Administration, English, Journalism, Public Relations, or related field.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of experience in human resources administration, management or organizational development; labor relations; employment law; classification; compensation; employee recruitment and retention; personnel related training; HR analytics; performance appraisal management or development; policy or rule development; and/or payroll and benefits.

> **Experience Substitution:** Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may substitute for one (1) year of work experience. Relevant or additional education may substitute at a rate of thirty (30) semester hours' equals one (1) year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 02/04/08, Rev: 02/15/13, Audited: 02/22/13, Rev: 10/22/18, 01/29/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.