NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIRECTOR
(At-Will)

TARGET SALARY: $106,527-$213,054 annually, or $51.215-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2000JB
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

Direct the human resources operations of the Administrative Office of the Courts Human Resources Division (AOC HRD) for the New Mexico Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Human Resources Director** initiates, designs, develops, and implements human resource business and management practices in support of the New Mexico Judiciary.
- Responsible for management of the New Mexico Judicial Branch's human resource processes and systems including recruitment, training, ADA, diversity, employee relations (including complaints, grievances, investigations, and corrective actions), compensation, payroll and benefits, and performance management.
- Tasked with the overall strategy for the statewide human resource and leadership functions for the New Mexico Judicial Branch.
- Develops and implements rules, policies, procedures, and programs necessary to the operation of the Judicial Branch; communicates and gathers input from appropriate judicial entities and staff and facilitates collaboration.
- Advises judicial entities, judges, justices, managers and staff regarding the proper application of federal and state laws, rules, and policies to specific employee situations.

- Advises the AOC Director, court executive officers, managers and staff on issues related to employment planning; recommends systems and policies to achieve desired goals affecting all judicial employees.
- Hires, manages, organizes, and coordinates the work of professional human resources staff.
- Assists subordinates in establishing, and meeting goals, delineates available resources, coaches, and motivates staff concerning the development of projects, deadlines, and priorities.
- Develops and establishes procedures for the successful operation of the Division's administrative systems.
- Implements operational improvements to decrease turnaround times, streamline work processes, increase effectiveness, and provide quality statewide human resource customer service. Participates in short/long-term planning; and manages and coordinates the activities of statewide human resource boards or committees.
- Manages the Judicial Branch Classification and Compensation system; prepares a yearly Classification and Compensation Plan; manages the classification study process and approves all new and revised job descriptions. Approves requests and staff recommendations for position reclassification and judicial entity reorganization.
- Develops and initiates competitive market salary surveys, makes salary structure change recommendations, and analyzes salary data to ensure competitiveness in local markets.
- Prepares personnel services budget projections and compiles and maintains statewide statistical analytics; and oversees the yearly financial audit as it relates to human resources.
- Reviews and approves human resource documents for AOC Director or Administrative Authority approval (i.e., hire, discipline, FMLA, leave donations, or out-of-cycle requests).
- Directs or provides support to justices, judges, court executive officers, managers and immediate staff; recommends new approaches, rules, policies and procedures to effect continual improvements in the efficiency of human resources statewide; provides guidance on progressive discipline and assists managers and supervisors in analyzing the problem and identifying the best course of corrective action.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Provides, organizes, and implements training for employees and judicial entity human resource personnel. Identifies and promotes outside human resources training for judicial branch human resources staff.
- Effectively communicates changes in benefits, timekeeping, and retirement benefits to judicial branch human resource personnel, judges, and employees.
- Assists judicial entity human resource staff with hiring, investigations, and sensitive human resource issues.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The ideal candidate must have comprehensive knowledge of human resource management, alternative dispute resolution, investigative and interviewing procedural techniques, performance management; employment law and compliance including the Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Occupational Safety and Health Administration, and Workers' Compensation; and demonstrated experience with classification and compensation development and administration, legislative

budget processes including position allocation and organizational structures, budgetary guidelines, unemployment law, records management, statistical data analysis, supervisory and coaching techniques, recruitment and selection, payroll and benefits administration, compliance training, discipline and termination.

MINIMUM QUALIFICATIONS

Education: Master's Degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Human Resources, Psychology, or a directly related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, English, Human Resources, Psychology, or a directly related field, and two (2) years managing an organization's human resources department.

Experience: Ten (10) years of combined experience in human resource management, employment law compliance, classification and compensation, employee recruitment, retention and selection, personnel compliance training, and five (5) years of supervisory experience.

> **Experience Substitution:** SHRM Certification may substitute for one (1) year of experience; education and/or certification may not substitute for supervisory experience.

> **Supervisory Substitution:** An additional five (5) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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: 05/01/98, Rev: 05/01/00, 12/01/08, 02/01/13, Audited: 06/27/19, Rev: 11/01/19, Benefits update: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 04/01/24, Rev Pay Range: 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.