NEW MEXICO JUDICIAL BRANCH

AOC HUMAN RESOURCES STATEWIDE PROJECT MANAGER SENIOR
(Classified)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9429JB
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 research, plan, organize, coordinate, direct, implement and manage statewide human resource projects of the Administrative Office of the Courts Human Resources Division (AOC HRD) and the New Mexico Judicial Branch. This position reports to the AOC Human Resources Director.

EXAMPLES OF JOB DUTIES

- **The AOC Human Resource Statewide Project Manager Senior** is responsible for developing, initiating, planning, organizing, proposing, integrating and coordinating statewide human resource projects.
- Acts as a statewide project leader in developing and implementing new or improved human resource project initiatives.
- Assists with the oversight and management of the judiciary's statewide human resources processes and systems including classification and compensation, statewide personnel committees, employee relations, investigations of harassment, discrimination and retaliation, job classification studies, audits and measurement.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs and staff; recommends, develops, implements and administers policies, procedures, training guides, standard operating procedures, and manuals.
- Responsible for developing and preparing complex statistical reports in relation to established goals; assists in implementing projects and programs to increase the effectiveness of human resources activities statewide, and manages the AOC HRD special projects activities and staff.
- Manages and oversees the statewide classification studies and salary surveys; coordinates and implements job classification audits; develops new statewide job descriptions based on organizational needs.

- Assists with the development, oversight and management of the statewide NMJB Classification and Compensation plan including the compilation of data and analytics.
- Provides, organizes, and implements training for staff and human resource personnel; identifies and promotes training for judicial branch supervisors, managers and staff.
- Develops training programs, including materials, curriculum, and training plans; implements, coordinates, and presents educational programs and training.
- Interprets and provides guidance on the application of policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Provides guidance and information regarding corrective actions, drafts proposed actions, and assists management in analyzing the problem and identifying the best course of action.
- Manages, coordinates, oversees and participates in the investigative process related to employee complaints including fact-finding interviews and the preparation of finding of fact reports making recommendations to the AOC Human Resources Director related to appropriate response and/or corrective action; investigates and responds to unemployment claims, and coordinates and attends hearings.
- Maintains compliance with federal and state regulations concerning employment law.
- Supervises and oversees day-to-day functions of multiple operational, administrative, and functional human resource statewide projects; organizes, and coordinates the work of the project management staff and provides professional support to court staff and management.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have comprehensive and demonstrated knowledge of project management, alternative dispute resolution, investigative and interviewing procedural techniques, human resources administration practices, principles and techniques, performance management; recruitment and selection, employment law and compliance including the FLSA, ADA, FMLA, and Workers' Compensation, classification and compensation administration, employee relations, statistical and analytic data collection and analysis, position allocation and organizational structures, compensation and classification methodology, loss control, education and training programs, and supervisory and coaching techniques.

MINIMUM QUALIFICATIONS

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

> **Education Substitution:** Four (4) years of relevant experience, and/or a combination of relevant experience and education at a rate of 30 semester hours in directly related coursework equals one (1) year of experience. SHRM Certification may substitute for one (1) year of experience.

Experience: Seven (7) years of experience in human resources (employment law, classification and compensation, discipline, training, and investigations), project management, and report writing.

> **Experience Substitution:** SHRM Certification may substitute for one (1) year of experience unless already used as a substitution for the supervisory experience. Relevant graduate level 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: 12/28/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 removed supervisory substitution 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.