NEW MEXICO JUDICIAL BRANCH

Court Human Resources Operations Manager
(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: 2021JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under administrative direction direct, oversee, and manage the operations of a Human Resources Division in a large judicial entity. This job classification is for use at the Second Judicial District Court and/or the Bernalillo County Metropolitan Court.

EXAMPLES OF JOB DUTIES

- **The Court Human Resources Operations Manager** is responsible for planning, organizing, integrating and coordinating functions related to human resources management.
- Supervises at least two (2) or more employees in the areas of recruiting, hiring, training, organizational development, performance management, coaching, salary and benefits, policy recommendation, employee relations and leadership.
- Directs the distribution of work and reviews functions of the division to implement changes necessary for efficient operations.
- Compiles and maintains management and court statistical reports.
- Serves on statewide boards or committees and may participate in the legislative budget process.
- Initiates operating policy and procedural improvements. Develop and implement new or revised procedures and identify operational needs.
- Provides guidance coaching, training, and information regarding progressive discipline to managers, supervisors, and staff.
- Assists management in analyzing employee conduct and identifying the best course of action.
- Prepares, reviews, and analyzes requests for position reclassifications and changes.
- Gather information, analyze information, and draft responses to EEO violations; participate in EEO/Human Rights Division investigations.
- Reviews and approves human resources documents for Administrative Authority approval.
- Develops and prepares reports as requested by upper management.
- Reviews and approves draft disciplinary actions.
- Investigates employee complaints, provides conclusions and recommendations, and drafts

responses to Equal Employment Opportunity (EEO) violations.

- Maintains compliance with federal and state regulations concerning employment law.
- Provides direction, assistance and follow-up on inquiries from judges, managers, supervisors and employees regarding human resource subjects.
- Follows safety and loss control practices.
- Prepares personnel services budget projections and follows safety and loss control practices.
- Develops and implements employee salary surveys.
- Analyzes job duties and organizational structures and prepares job classification documentation and regrets.
- Reviews, drafts, and makes recommendations for approval of requests for monetary compensation (out of cycle).
- Analyzes and makes appropriate recommendations for human resources actions in accordance with rules, policies, and procedures.
- Oversees, coordinates, develops and conducts training and presentations.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- May assist management in addressing employee relations issues such as performance and behavior conduct and identifying best course of action.
- May prepare budget, projections, position reports, and payroll for personnel services.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of human resources administration practices, principles and techniques; performance management; employment law (i.e., Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Occupational Safety and Health Administration, Workers' Compensation); labor relations; mediation and conflict resolution; investigative and interviewing procedures and techniques; statistical data collection; classification and compensation administration; recruitment techniques; basic understanding of government, basic accounting, audit and reconciliation procedures; contractual processes, legislative budget process including position allocation and organizational structures; grant administration; training techniques; supervisory techniques, coaching and performance evaluations; payroll processing; benefit administration; interviewing and selection techniques; unemployment processes; and records management.

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: Seven (7) years of experience in human resources, employment law, budget, payroll and benefits, classification and compensation, employee recruitment, training, and three (3) years

supervisory experience.

Experience Substitution: Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may count for one (1) year of work experience or relevant graduate level education may substitute for up to two (2) years experience at a rate of thirty (30) semester hours' equals one (1) year of experience. Education may not substitute for supervisory experience. An additional two (2) 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.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional three (3) 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, employeeassistance 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

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History of Job Description: Dev: 05/24/00 (HR Director), Rev: 12/04/08, Audited: 02/22/13, Name Change: 03/01/16, Rev: 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev: 03/15/24 correction to 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.