NEW MEXICO JUDICIAL BRANCH

HUMAN RESOURCES ADMINISTRATOR
(Classified)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2035JB
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 general supervision analyze and administer human resources actions, employee payroll and benefits, recruitment and human resources data entry.

EXAMPLES OF JOB DUTIES

- **The Human Resource Administrator** is responsible for preparing and completing human resources documents for supervisor or Administrative Authority approval.
- Reviews, processes, and audits payroll and maintains current knowledge of benefits, and explains and administers benefits to employees.
- Processes and enters various approved human resources transactions utilizing automated human resources management system.
- Coordinates recruitment efforts and job postings, reviews applications, evaluates applicant skills, and makes recommendations regarding their qualifications.
- Schedules interviews, participates on interview panels, and conducts background verifications and candidate reference checks.
- Provides assistance and follow-ups on inquiries from justices, judges, managers, supervisors and employees regarding human resources.
- Prepares and reviews requests for position reclassifications and creates reclassification documents.
- Analyzes job duties, organizational structures, and makes a determination of most appropriate job classification.
- Reviews and analyzes requests for monetary compensation (out of cycle) and makes appropriate recommendations for action in accordance with rules, policies, and procedures.
- Provides guidance and accurate information regarding progressive discipline and assists managers and supervisors in analyzing a problem and identifying best course of disciplinary action.
- Drafts disciplinary actions for review.
- Presents training programs.
- Maintains filings systems and archives personnel files.
- Prepares budget forms and makes recommendations for approval or disapproval.
- Assists in investigating employee complaints or grievances.

- Recommends operating policy and procedural improvements.
- May serve on local and statewide committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate a broad knowledge of human resources administration practices, principles and techniques, performance management, payroll processing, benefit administration, recruitment, interviewing and selection techniques, unemployment; records 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, retirement plans, classification and compensation administration, auditing and reconciliation procedures, and training techniques.

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: Two (2) years of experience in general human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, and payroll and benefits.

> **Experience Substitution:** Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may substitute count for one (1) year of work of experience. Relevant graduate level education may substitute for up to two (2) years experience at a rate of thirty (30) semester hours, which 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, 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

START YOUR CAREER

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

History of Job Description: Dev: 12/04/08, Audited: 02/22/13, Rev: 02/04/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 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.