NEW MEXICO JUDICIAL BRANCH

HUMAN RESOURCES GENERALIST
(Classified)

TARGET SALARY: $41,128-$82,256 annually, or $19.773-$39.546 hourly depending upon experience (pay range GG)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 2040JB
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 direct supervision assist in administering general human resources actions.

EXAMPLES OF JOB DUTIES

- **The Human Resource Generalist** is responsible for assisting with employee payroll, benefits processing, recruitment and human resources data entry.
- Processes and enters approved human resources transactions utilizing the automated human resources management system.
- Coordinates recruitment efforts and job postings.
- Reviews applications, evaluate applicant skills, makes recommendations regarding applicant=s qualifications, and prepares lists of certified applicants.
- Schedules interviews, participates on interview panels, conducts background checks, and reference checks.
- Provides assistance and follow-up on inquiries from judges, managers, supervisors and employees regarding human resources subjects.
- Prepares employment letters, employee files, and completes human resources forms.
- Assists with training programs and new employee orientation.
- Maintains filing systems and archive personnel files, answers phones, and other associated duties as assigned.
- May serve on local committees.
- Ability to multi-task and prioritize multiple projects and deadlines.
- Act as liaison with staff, judges, attorneys, vendors, and the general public.
- Assist with internal and/or external audits.
- Provide support to other magistrate or district courts within a judicial district.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of human resources administration practices, payroll processing, benefit and leave administration, human resources records management, and basic accounting; employment law (i.e., Fair Labor Standards Act, Americans

with Disabilities Act, Family Medical Leave Act, COBRA, Equal Employment Opportunity Act, Occupational Safety and Health Administration, Workers= Compensation), recruitment processes; and selection techniques.

MINIMUM QUALIFICATIONS

Education: Associate'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:** Two (2) years of directly related or relevant experience may substitute on a year for year basis.

Experience: One (1) year experience in general human resources, payroll, and benefits administration or a directly related field.

> **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.

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.