

# NEW MEXICO JUDICIAL BRANCH

## PROJECT MANAGER (Classified)

**TARGET SALARY:** \$66,514-\$133,026 annually, or \$31.978-\$63.955 hourly depending upon experience (pay range KK)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 9400JB  
**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, manage projects, develop and oversee the implementation of court best practices, and develop solutions to increase productivity to enhance the overall effectiveness of the judiciary.

### **EXAMPLES OF JOB DUTIES**

- **The Project Manager** plans, organizes, integrates and coordinates project work of the AOC, judiciary, or judicial entity.
- Integrates information systems between groups and users including judges, court administration and other stakeholders.
- Ensures specific and individual projects are carried out on time, within budget, and in alignment with goals; a project manager may manage multiple individual projects at a time.
- Serves as the primary contact and team leader with overall responsibility for daily project operations, coordination, management and reporting.
- Identifies, analyzes, and makes recommendations to resolve problems and implement solutions within the AOC, Judiciary, judicial entity, or court.
- Develops project plans, monitors, tracks and reports on the successful completion of milestones and deliverables.
- Focuses on streamlining processes, and ensuring team members meet deliverables.
- Determines needed resources and establishes a team for project completion.
- Manages non-technical requirements and project staff for successful project completion.
- Participates in strategic planning meetings and project budget reviews or forecasting.
- Provides status, administrative and financial progress reports to supervisor(s).
- Negotiates monitors and coordinates activities of vendors involved in projects.
- Facilitates communication between parties involved in the project implementation ensuring clients and vendors work together effectively.
- Researches and writes grant applications in order to secure funding, and administers and oversees grant-funded projects.
- Conducts project evaluations, and develops recommendations to improve future projects.

- Analyzes data and complex problems, conduct intensive research, and acts as a team lead for special projects.
- Assists with the procurement process, which may include requests for proposals and contract management and ensuring that state procurement requirements are met when soliciting bids.
- May advise the court's judges and management team on performance measures and case management best practices, and assist in equitably assigning caseload to the court's judges.
- Develops and prepares comprehensive statistical and management reports and procedures that assist in the evaluation of data in relation to established goals.
- Evaluates data accuracy and integrity against approved judiciary data standards and provides recommendations to management for remediation of any errors or anomalies as well as ways to increase quality output.
- Conducts compliance audits and ensures that errors are corrected.
- Evaluates new business processes against data standards and standard operating procedures to ensure data integrity.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for programs and staff.
- Facilitates training of personnel based on changing needs, caseload requirements, court policy, as well as judicial and legislative directives, which may include new employee orientation.
- Represents the Court at internal and statewide committee meetings.
- Develops, prepares, and/or makes oral and written presentations, and training.
- Coordinates and works with courts to achieve statewide goals, and serves as a liaison with other court staff and state agencies.
- Works independently to analyze problems, devise, and implement solutions in accordance with appropriate policies and procedures of the judicial entity.
- May respond to requests for information from legislators and analyzes bills and legislation that may affect projects.
- May attend legislative hearings, and assist in research, legislative bill analyses, and fiscal impact reports.
- May supervise.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of project management techniques including monitoring and reporting compliance; state and federal grant compliance methods; facilitation techniques; basic principles of budgeting, cost analysis and fiscal management; project budget preparation and tracking of projected and expended project funds; project status reporting; grant research and proposal writing techniques and judiciary rules, policies and procedures, court's organization; case flow management; auditing case files, quality assurance principles and data standardization; correcting errors using the case management system; expertise with Odyssey; knowledge of NM Judicial Branch Personnel Rules; legislative processes, tracking of legislative initiatives and legal terminology; state purchasing procurement rules and regulations; supervisory

techniques and coaching techniques, recruitment, interviewing and selection techniques, management of programs and staff through the coordination of people and resources.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in any field.

**Education Substitution:** Four (4) years of relevant experience in project management, business or public administration, court management or criminal justice system, or a directly related field may substitute for education on a year for year basis.

**Experience:** Five (5) years of general experience in project management, business, public administration, court management or criminal justice system, training, or a directly related field, and one (1) year experience supervising multiple staff.

**Experience Substitution:** None.

**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 one (1) year 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: 10/30/00, Rev 11/10/10, 10/28/16, 12/02/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev: 03/15/24 added supervisory substitution Rev Pay Range: 07/06/24, 07/05/25, 07/04/26

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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](http://nmcourts.gov).