

NEW MEXICO JUDICIAL BRANCH

AOC HUMAN RESOURCES DEPUTY DIRECTOR

(At-will)

TARGET SALARY: \$81,176-\$162,352 annually, or \$39.027-\$78.054 hourly depending upon experience (pay range NN)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 2006JB

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 assist the Administrative Office of the Courts Human Resources Director with the operations of the Administrative Office of the Courts Human Resources Division (AOC HRD) for the New Mexico Judicial Branch. This position reports to the AOC Human Resources Director.

EXAMPLES OF JOB DUTIES

- **The AOC Human Resources Deputy Director** assists the AOC Human Resources Director in the development and implementation of human resource business and operational processes in support of the New Mexico Judiciary.
- Assists with the oversight and management of the judiciary's statewide human resource processes and systems including recruitment, training, employee relations, compensation, payroll and benefits, and performance management.
- 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; interprets and applies policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Assists in implementing programs necessary to the effective operations of human resources within the AOC and the judiciary.
- Confer with management, staff, and other human resource professionals on issues and activities; provide direction and guidance as appropriate, and ensure compliance with all personnel rules and regulations.

- Implements operational improvements to decrease turnaround times, streamline work processes, increase effectiveness, and provide quality human resource customer service.
- Participates in short/long-term planning; and manages day-to-day functions of administrative and functional human resource operations.
- Plans, directs, reviews, organizes and coordinates the work of professional human resources staff. Assists subordinates in establishing and meeting goals, delineate available resources, and coaches, mentors, trains, and motivates staff concerning projects, priorities, business processes, and deadlines.
- Manages and participates in the management and administration of employment law compliance to include the FMLA, and the ADA.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.
- Provides, organizes, and implements training for staff and human resource personnel; identifies and promotes training for judicial branch human resources staff.
- Effectively communicates operational human resource changes, including changes in employee benefits, retirement, and payroll to employees and human resource personnel.
- Assists judicial entity human resource staff with recruitment and selection, payroll and benefits processes, employee relations, employment law compliance, and sensitive human resource issues as appropriate; provides guidance and information regarding progressive discipline to management; drafts disciplinary actions and assists management in analyzing the problem and identifying the best course of action.
- Oversees and supervises statewide special human resources projects as assigned; serve as a liaison for the AOC HRD, AOC Human Resources Director, AOC and judicial entities in support of improvements, and HR related projects and initiatives.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful candidate should have comprehensive and demonstrated expert knowledge of human resource management, alternative dispute resolution, investigative and interviewing procedural techniques, performance management, employment law and compliance including the FLSA, ADA, FMLA, and Workers' Compensation, position allocation and organizational structures, unemployment law, records management, statistical data analysis, supervisory and coaching techniques, recruitment and selection, payroll and benefits administration, and compliance training.

MINIMUM QUALIFICATIONS

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

Education Substitution: Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Human Resources, English, Journalism, Psychology or a directly related field; one (1) year of experience supervising professional human resource staff; and SHRM Certification.

Experience: Nine (9) years of experience in human resource management, employment law compliance, classification and compensation, employee recruitment, retention and selection, personnel compliance training, and five (5) years of managerial and supervisory experience.

Experience Substitution: SHRM Certification may substitute for one (1) year of experience (unless already used as a substitution for the Master's Degree). Certification may not substitute for supervisory experience

Supervisory Substitution: Additional relevant education at the Masters' Degree level may substitute for experience at a rate of thirty (30) semester credit hours, which equals one year of experience.

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 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.

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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 05/10/21, Audit: 12/31/22, Rev Pay Range: 07/08/23

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.