

NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE EQUITY AND INCLUSION MANAGER

(Classified)

TARGET SALARY: \$65,048-\$130,096 annually, or \$31.243-\$62.546 hourly depending upon experience (pay range LL)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9430JB

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.
- Liaise with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction plan, organize, direct, and manage statewide program(s) and services on diversity, equity, and inclusion. This position reports to the AOC General Counsel.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide Equity and Inclusion Manager** is responsible for developing and maintaining programs and strategies to help attract, develop, engage, and communicate with diverse populations.
- Collaborate with and provide consultation to New Mexico Judicial Branch Commission on Equity and Justice.
- Identify and establish external partnerships that support the New Mexico Judicial Branch's programs and initiatives related to equity and inclusion.
- Prepare, track, and provide data and reporting needs, monitor and analyze metrics and identify insights, and recommend actions to the AOC and the New Mexico Judicial Branch Commission on Equity and Justice.
- Evaluate the effectiveness of equity and diversity programs.
- Actively engage with team members as a change agent and thought leader for developing best practices, and creating an inclusive culture.
- Ensure equity and inclusion strategies are integrated into learning paths and business strategies in the New Mexico Judicial Branch.
 - Consult with various entities such as the BBE, the law school, the BBC, and individual law firms to bring programming and education related to diversity, equity, and inclusion.
 - Develop and implement voluntary educational programming for the legal community

- Collaborate with the Communications Officer and other leadership members to ensure that internal and external messaging promotes transparency and reflects the New Mexico Judicial Branch's commitment to equity.
- Collaborate with management to create, implement and monitor programs designed to ensure fair and equitable treatment of all persons who enter into a New Mexico court, facility, or building.
- Effectively communicate with a variety of audiences and proactively identify risks/issues, provide solutions, and overcome hurdles to drive results.
- Develop, propose, or approve statewide program initiatives, projects, and strategic plans for the long-term planning of programs.
- Coordinates the work of volunteers, contract personnel, and outside entities.
- Plans, organizes and manages conferences and associated fees.
- Designs, develops and implements new information systems (software & hardware).
- Implements and coordinates educational programs and training, including preparing curriculum and materials.
- Develops, revises, and implements policies and procedures, manuals, and handbooks.
- Prepares complex detailed reports based upon overall data to make formal presentations with recommendations on a variety of court management studies and programs/projects.
- Identifies and analyzes statewide program needs and provides information to the legislature and other interested parties.
- Researches and performs bill analysis for effect and impact on the courts, makes recommendations and advocates for bills, and leads the legislative process.
- May participate in the unified budget process, prepare budget requests by projecting statewide needs and costs for programs and conferences, and/or evaluate the effectiveness of conferences.
- Oversees compliance with program standards to ensure consistency and quality of reported performance measures statewide.
- May prepares specifications, drafts Requests for Proposals, Invitations to Bid, contracts and conducts bid conferences in compliance with state procurement code.
- May complete status and fiscal grant reporting requirements and requests from governmental agencies, non-profits, and private businesses.
- May addresses contractor adherence to program, policies, procedures, and initiatives and evaluates program operations and performance measures.
- May supervise judicial branch program staff and provide professional support to judicial commission(s).
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico state courts, including court procedures and rules, court organization and administration, services, functions and jurisdictions; public policy analysis and evaluation; techniques in managing multiple and diverse statewide program(s); conference and program planning; budget management including: performance based budgeting, project/program budget preparation, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; state procurement rules; legislative processes; New Mexico

Criminal Justice Information System; basic contract law; community resources; media relations; research and evaluation techniques; methods of data collection; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business, Communication, Human Resources, Social Sciences or a related field.

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Six (6) years of experience in public or business administration, human resources, social services, social work, social sciences, mediation, legal services, program/project management, adult education, training, volunteer programs, or closely related field to include one year of experience advancing diversity, equity and inclusion initiatives.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience. Additional relevant education of a Juris Doctor may substitute for three (3) years 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. Demonstrated ability to establish and maintain a professional relationship with a wide variety of individuals (internally and externally) coming from diverse backgrounds and to communicate and lead effectively within diverse settings. Demonstrated ability to recognize and understand the value and importance of different perspectives and how to integrate those differences into daily work. Ability to influence, think proactively, function independently as a self-starter, and drive results. Strong collaboration, consultation, and influencing skills at various levels within the organization. Ability to maintain a high level of confidentiality, effectively handle sensitive issues, and be comfortable having difficult conversations. 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: 01/01/05 (Statewide Program Manager), Rev: 11/10/10, 05/21/14, 10/28/16 (AOC Statewide Program Manager), 08/28/19, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22

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.