

NEW MEXICO JUDICIAL BRANCH

HUMAN RESOURCES ADMINISTRATOR SENIOR

(Classified)

TARGET SALARY: \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range JJ)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 2030JB

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 direction provide professional human resources services for an assigned judicial entity of the New Mexico Judicial Branch.

EXAMPLES OF JOB DUTIES

- **The Human Resource Administrator Senior** is responsible for providing guidance and assistance to judges, management, and employees on human resource issues.
- Ensures that standards, rules and procedures, as well as state and federal laws are consistently followed.
- Prepares and reviews requests for position reclassifications and creates reclassification documents.
- Coordinates recruitment efforts and job postings, review applications, evaluates applicant skills and makes recommendations regarding their qualifications.
- Schedules interviews, participates on interview panels, and conducts background verifications.
- Prepares monthly statistical reports, management reports, budget reports and makes recommendations for approval or disapproval.
- Analyzes job duties, organizational structures, and determines appropriate course of action.
- Provides guidance and accurate information regarding progressive discipline and assist managers and supervisors in analyzing a problem and identifying best course of disciplinary action.
- Review and make recommendations for approval of completed human resources documents for final approvals.
- Develops and prepares reports as requested by upper management and assists in evaluating the information in relation to established goals.
- Processes and audits payroll, maintains current knowledge of benefits, and explains and administers benefits to employees.
- Coordinates the resolution of specific problems pertaining to policies, procedures, or inquiries.
- Processes and enters various approved human resources transactions utilizing automated human resources system.
- Provides direction, assistance, and follow-ups on inquiries from justices, judges, managers, supervisors and employees regarding human resources.

- Recommends and reviews recommendations for approvals and analyzes requests for monetary compensation (out of cycles) and makes appropriate recommendations for action in accordance with rules, policies, and procedures.
- Assists in investigating employee complaints or grievances.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of the human resources division and the services provided.
- Develops and implements employee salary reviews, questionnaires, and surveys.
- May conducts ergonomic assessments.
- May serve as a judicial entity's ADA coordinator.
- May serve as a designated investigator for complaints under the NMJB Harassment prevention policy.
- May supervise.
- May participate in the budgetary process.
- May be responsible for the human resources operations of a judicial entity.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of human resources administration practices, principles and techniques; performance management; payroll processing and benefit administration; recruitment, interviewing and selection techniques; auditing and reconciliation procedures; training techniques; employment law; knowledge of Human Resources and labor relations including FMLA, FLSA, Workers' Compensation, EEOC, OSHA and the ADA.

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: Four (4) years of experience in human resources administration, management or organizational development; employee relations; employment law; classification; compensation; employee recruitment and retention; personnel related training; HR analytics; performance appraisal management or development; policy or rule development; and/or payroll and benefits.

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. Relevant graduate level education may substitute at a rate of thirty (30) semester hours 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, 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: 05/24/00 (Admin Analyst), Rev: 12/04/08, Rev: 12/04/08 (HR Administrator Sr.),
Audited: 02/25/13, Rev: 01/30/20, Benefits updated: 02/26/21, Audit: 12/31/22,
Rev Pay Ranges: 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.