NEW MEXICO JUDICIAL BRANCH

AOC HUMAN RESOURCES PROJECT MANAGER
(Classified)

TARGET SALARY: $70,250-$140,502 annually, or $33.774-$67.549 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2010JB
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, research, plan, coordinate, direct, and implement statewide human resources projects for the Administrative Office of the Courts Human Resources Division (AOC HRD) and the New Mexico Judicial Branch.

EXAMPLES OF JOB DUTIES

- **The AOC Human Resource Project Manager** is responsible for planning, organizing, integrating and coordinating statewide projects related to human resources.
- Participates in short/long-term planning for human resources projects and initiatives.
- Assists with implementing and developing the judiciary's statewide human resources processes and systems including classification and compensation, statewide personnel committees, and employee relations.
- Assists the development and implementation of goals, objectives, policies, and priorities for assigned activities and projects; recommends, develops, implements and administers policies, procedures, training guides, and standard operating procedures.
- Assists in the development of complex statistical reports in relation to established goals; assists in implementing projects and programs to increase the effectiveness of human resources activities statewide and is responsible for assigned special projects and activities.
- Provides, organizes, and implements training for staff and human resource personnel; identifies and promotes training for judicial branch supervisors, managers and staff.
- Assists in the development of training programs, including materials, curriculum, and training plans; implements, coordinates, and presents educational programs and training.

- Interprets and provides guidance on the application of policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Develops and prepares statistical and management reports and assists in the evaluation of data in relation to established goals.
- Serves as a liaison and provides support to human resource managers, court staff, state agencies, and the public.
- Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of the human resources division and the services provided.
- Assists in statewide job classification studies, analyzes job duties and organizational structure, and may prepare job reclassification documentation including recommendations for approval or disapproval.
- Assists in the development of the Judicial Branch classification and compensation plan.
- Provides guidance and information regarding progressive discipline to management, drafts disciplinary actions and assists managers and supervisors in analyzing the problem and identifying the best course of disciplinary action.
- Investigates employee complaints, prepares and reviews reports of findings and recommends appropriate response and/or corrective action.
- Investigates, prepares, and responds to statewide unemployment claims.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of project management, human resources administration practices, performance management, recruitment, interviewing and selection techniques, records management, employment law, classification and compensation, employee relations, mediation and conflict resolution, investigative and interviewing procedures and techniques, statistical data collection, audit and reconciliation procedures, budget processes including position allocation and organizational structures, loss control, and training techniques.

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: Five (5) years of experience in human resources, employment law, classification and compensation, discipline, training, investigations, or project management.

> **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, 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 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

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History of Job Description: Dev: 12/04/08, Audited: 02/22/13, Rev: 01/29/20, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 removed supervisory substitution