

NEW MEXICO JUDICIAL BRANCH

HUMAN RESOURCES SUPERVISOR

(Classified)

TARGET SALARY: \$61,479-\$122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 2025JB

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 manage operational, administrative, and functional human resources areas such as recruiting, hiring, training, organizational development, performance management, coaching, policy recommendation, salary and benefits, team building, employee relations and leadership; must supervise two (2) employees.

EXAMPLES OF JOB DUTIES

- **The Human Resources Supervisor** is responsible for planning, organizing, integrating and coordinating functions related to human resources.
- Supervises at least two (2) or more employees in the areas of recruiting, hiring, training, organizational development, performance management, coaching, salary and benefits, policy recommendation, employee relations and leadership.
- Compiles and maintains statistical and management reports.
- Participates in short/longer planning.
- Serves as a liaison with other court staff, state agencies and the public.
- Ensures that employees have the necessary skills and resources to provide safe and effective customer service.
- Provides human resources guidance, information and training to employees, supervisors, managers, DCEOs, CEOs, judges and justices.
- Directs the distribution of work and reviews the functions of the division, implementing necessary changes, and document processing.
- Develops and prepares reports and assists in the evaluation of reports and decisions in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of the human resources department and the services provided.
- Works with staff to ensure that standards, rules and procedures, state and federal laws are consistently followed and any errors corrected promptly.
- Initiates, prepares and completes various human resources documents for CEO and Administrative Authority approval.
- Develops and presents training programs.

- Provides oversight and management of information services and customer assistance.
- Gathers information, analyze information, and drafts responses to EEO violations; participates in EEO/Human Rights Division investigations.
- Maintains compliance with federal and state regulations concerning employment law.
- Recommends operating policy and procedural problems and inquiries.
- Coordinates the resolution of policy-related and procedural problems and inquiries.
- Provides direction, assistance and follow-up on inquiries from judges, CEO, managers, supervisors, and employees regarding various human resource subjects.
- Provides guidance and information regarding progressive discipline to managers and supervisors and drafts disciplinary actions.
- Prepares and reviews requests for position reclassification, analyze job duties, organizational structure, determines appropriate job classification, and prepares job reclassification documentation.
- Reviews requests for monetary compensation, prepare personnel services budget projects and salary surveys.
- Investigates employee complaints, conducts investigations, and prepares conclusions and recommendations.
- May serve in safety related leadership roles such as a safety committee, or serve as a Risk Management Coordinator.
- May serve on Statewide Boards or Committees and serve as a point of contact.
- May participate in the budgetary process.
- Designated ADA Coordinator for Title II Requests for the public.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of human resources administration practices, performance management, payroll processing, benefit administration, recruitment, interviewing and selection techniques, unemployment processes, human resources records management, employment law (i.e., Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, Occupational Safety and Health Administration, Workers' Compensation), mediation and conflict resolution, investigative and interviewing procedures and techniques, statistical data collection, classification and compensation administration, training, and supervisory 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: Six (6) years of experience in human resources, employment law, budget, payroll and benefits, classification and compensation, employee recruitment, training, of which one (1) year must have been as a supervisor.

Experience Substitution: Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may count for one (1) year of work experience or relevant graduate level education may substitute for up to two (2) years of experience at a rate of thirty (30) semester hours, which equals one (1) year of experience. Education may not substitute for supervisory 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 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 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: 05/24/00, Rev: 06/25/04 (Human Resource Assistant Director), 12/04/08 (Human Resources Manager), Audited: 02/22/13, Rev: 06/14/16 (Human Resource Supervisor), 06/08/18, 02/11/20, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23, Rev: 03/15/24 correction to supervisory substitution

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.