

## Job Title: Human Resources Director

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**Department/Division:** Human Resources  
**Salary:** Per RAC Salary Schedule  
**Position Status:** Full-Time/At-Will  
**FLSA Status:** Exempt  
**Closing Date:** Open Until Filled

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed, only to provide a summary of the major duties and responsibilities.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Rio Arriba County are expected to conform to the following:

- Fully uphold all principles of confidentiality and respect for all colleagues.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of Rio Arriba County.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Always maintains a fiduciary responsibility to the department and the County.

### POSITION PURPOSE

The Human Resources Director performs and oversees a variety of **complex administrative, managerial and professional** duties in directing and supervising the personnel systems of the county, including classification, compensation, recruitment, selection, labor relations, training, disciplinary actions, safety and risk management.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Coordinates and oversees the development and implementation of county personnel management policies and procedures and ensures adherence; oversees the processes of entering into employment agreements and contracts with various employee organizations, associations or unions; serves as a member of the management team in negotiating bargaining agreements; assumes leadership role in managing employee and labor relations issues.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional advice to the county officials, department heads and employees; makes presentations to councils, boards, commissions, civic groups and the general public; communicates official plans, policies/procedures to staff and the general public.
- Prepares and administers human resources budget; assures that assigned areas of responsibility are performed within budget; performs cost control activities; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

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- Directs the conducting of formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; prepares eligibility lists and certifies finalists in the recruitment process; monitors and verifies appointments are made in accordance with established policies and rules; administers selection tests to applicants; conducts or coordinates background investigations; plans and conducts new employee orientations.
  - Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities; analyzes existing benefits policies. Prepares a variety of studies, reports and related information for decision-making purposes; conducts wage survey within labor market to determine competitive wage rate; analyzes existing benefits policies of organization, and analyzes best practices among similar organizations, to establish competitive benefits programs; coordinates, creates and maintains position classification system.
  - Manages County Human Resources Information System and other record keeping functions related to insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; directs or performs the preparation of employee separation notices and related documentation and process, and conducts exit interviews to determine reasons behind separations; turnover.
  - Initiates the development and implementation of recognition, training and incentive programs; conducts training for various departments upon request; monitors departmental compliance with certification and licensure requirements for county positions; assists employees to resolve work related problems.
  - Coordinates County performance management program; facilitates the development of performance standards and goals; monitors quality of performance documentation to support and defend personnel actions.
  - Monitors and ensures county-wide compliance with various federal regulations and guidelines, including FMLA, FLSA, COBRA, OSHA, Title VII and ADA.
  - Manages the ongoing process of ensuring internal pay equity and market comparability; conducts or directs the conducting of labor market studies and analysis; maintains accurate and up to date job descriptions as needed to ensure the accuracy of job classification and pay grade determination.
  - Oversees the county Risk Management Coordinator; develops and monitors county-wide risk mitigation efforts and programs related to liability exposures and motor vehicle claims; coordinates with county attorney and outside legal counsel in the investigation, evaluation, and settlement negotiations of risk management claims.
  - Monitors the status of cases in litigation; investigates all motor vehicle accidents and other incidents or accidents in a timely manner, including responding to accidents or incidents occurring during the normal work hours, holidays and weekends; monitors and ensures the adequacy of insurance coverage in relation to county's real and personal property values.
  - Coordinates with contracted Insurance Broker in negotiating premiums for various county insurance and risk protection programs, i.e., health insurance, property & casualty insurance; etc.; provides the finance department with cost projections for inclusion in the annual budget.
  - Investigates and administers all Worker' Compensation claims filed by county employees; monitors payment of weekly indemnity benefits, medical expenses, etc.; reviews necessary medical treatment and coordinates with New Mexico Association of Counties on claims and safety programs (i.e., RAP); may act as or delegate the responsibilities of the county Risk Management Coordinator.
  - Coordinates and or conducts investigations into EEOC /HRB allegations, and other internal and external complaints involving personnel and violations of policy. Responds to complaints as required.

- Manages County efforts to maintain a drug-free workplace and enforcing drug and alcohol policies.
- Oversees and coordinates all unemployment compensation claims and works with county attorney and unemployment insurance liaisons to gather necessary information and documents to defend all claims as necessary.
- Understands obligations regarding maintaining confidentiality of certain records in accordance with OMA and IPRA.
- Other duties as assigned.

## MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Six (6) years of progressively responsible work experience related to the management of human resources, including but not limited to, recruiting and selection activities, benefit program administration and computer-based records management.
- Education:
- Graduation from college with a bachelor's degree in Human Resource Management, Public Administration or a related field; a master's degree and PHR or SPHR or SHRM Certification or equivalent is preferred;
  - OR an equivalent combination of education and experience
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
  - Working knowledge of automated Human Resource Information Systems (i.e. Tyler and/or Infinite Visions), general office maintenance and practices; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of personal computer; operation of standard office equipment; basic mathematics; basic accounting or bookkeeping; interpersonal communication skills and telephone etiquette; basic public relations.
  - Considerable knowledge of human resource management methods and practices; the legal environment related to human resource management (i.e. FLSA, FLMA, EEO, ADA, ADEA, OSHA, IRCA), retirement, and compensation laws and guidelines (i.e. ERISA, COBRA), employee classification, compensation and benefits, recruitment, selection, training, and labor relations; County departmental operations including applicable laws and regulations; federal and state laws as they apply to personnel management practices; budget development and fiscal accounting principles, practices and procedures; risk management and safety practices.
  - Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.
  - Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) in utilizing various MS Office programs (Access, Word, Excel, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.
  - Ability to work nights and weekends as required

- Must be able to pass a fit for duty and drug test prior to employment.
- Ability to become a notary public
- Must always possess high level of customer service.

## PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language

## WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. This position works in an office where normal conditions exist should exist and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Mental demands: There are several deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

### Working Conditions:

Work is performed in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's (computer monitor displays).

### Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

Apply Online at:

[www.rio-arriba.org](http://www.rio-arriba.org)

Resumes will not be accepted in lieu of the official Rio Arriba County employment application. Resume and Cover Letter Required. Proof of education, certificates and/or endorsements must be attached to each application. Completed applications can be submitted to Sheila Vigil in Espanola Manager's office or to Marquita Martinez in the Tierra Amarilla Manager's Office. 505-753-2992 or 575-588-7254

Updated: July 20, 2021

