



Rio Arriba County

VACANCY NOTICE

JOB TITLE: PERSONNEL SPECIALIST I

Department: Human Resources
Division:
Hourly: C-16 Per Schedule
Position Status: Full-Time
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the supervision of the Human Resources Director or designee, this employee performs human resources-related duties at the professional level and may carry out responsibilities in some or all of the following functional areas: employee benefits, recruitment, employee relations, employee orientation, records and compliance issues. Employee may also be assigned responsibility in the areas of compensation\classification and or training.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Perform general Human Resources Department functions that may include answering recruitment questions, reviewing personnel files, preparing and filing reports required by local, state or federal law, scheduling pre-employment and post-offer background verifications;
- Serve as department resource for office equipment maintenance and order of equipment and supplies;
- Manage the Human Resources Director daily calendar, including scheduling meetings, confirming appointments; prioritize and manage correspondence; make travel arrangements;
- Conducts or acquires background and MVD checks and employee eligibility verifications;
- Prepare, manage and assist employees with and process Family Medical Leave requests, annual leave donations;
- Assist with requests for verification of employment;
- Assist with receptionist coverage in Manager's Office as needed;
- May assist and answer employee or manager's questions regarding benefits, payroll and many HR issues as they arise;
- Reviews applications and interviews applicants to match experience with specific job-related requirements.

- Will assist with all data entry into Visions and Laserfiche;
- Assist the Human Resources Director with investigating employee grievances including scheduling hearings between personnel, supervisors and the management team;
- Update and create job descriptions;
- Prepare, track and process invoices for payment, requisitions, and purchase orders for Human Resources Director approval.
- Maintain and regularly update all HR tracking tools such as the Employee Master List, Position Vacancy Tracking Sheet, Employee Training Tracking Sheet, FMLA, etc.
- Perform Payroll Queries, Employee Benefits Queries, FMLA eligibility Queries and Comparison Queries.
- Prepare hiring packets, hourly salary comparisons to appropriately place hiring candidates, recruiting and job posting paperwork, job offer and regret letter's and acknowledgements.
- Assist Risk Management with Claims and information as appropriate.
- Serve as a backup to the receptionist when needed.
- Assist in the payroll processes as appropriate.
- Create and Post new vacancy notices to the County website, newspapers, monitor and remove positions as they are filled.
- Assist the Liaison Officer in scanning creating and maintaining employee personnel files by keeping up with document retention schedules and using Laserfiche software;
- Create employee ID badges;
- Responsible for knowing and abiding by all department and County policies and procedures.
- Assist with IPRA requests.
- May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Principles, practices and procedures of human resource management.
- Principles of payroll administration.
- Principles of benefits administration.
- Principles and techniques of employee recruitment.
- Business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Record keeping methods, procedures and IPRA requirements.
- Working knowledge of pertinent Federal, State and local laws, codes and regulations.
- Thorough understanding of the County's functions, policies, and procedures.
- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Operate a variety of office equipment, including personal computer, Microsoft Word, Excel, Outlook and related software programs, printer, calculator, fax, and copier.
- Listen to and provide appropriate advice to County personnel.

- Demonstrate time management skills.
- Maintain concentration on details for long periods.
- Administer a comprehensive personnel program.
- Establish cooperative working relationships with County personnel, elected officials, and the public.
- Ability to work in high pressure, progressive and high-energy department in order to meet multiple and continuous project and task deadlines.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to maintain strong attendance and presentism to accomplish goals.
- Ability to handle multiple tasks and meet deadlines.6022

Minimum Qualifications

- High School diploma or Equivalency and two (2) years of experience in office administration and/or human resources.
- Provides a variety of routine activities in support of human resources, training, and labor relations.
- SHRM-CP Certification or Paralegals/Legal Assistant experience a plus; can substitute for education and experience. Experience time will be considered on an individual basis.
- Proficient with Microsoft Office Suite or related software.

Working Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

Each county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and 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.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org