

NEW MEXICO JUDICIAL BRANCH
AOC Human Resources Project Manager
(Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under administrative direction, research, plan, coordinate, direct, and implement statewide human resources projects for the Administrative Office of the Courts; and provide human resources guidance, information and training to employees, supervisors, managers, judges and justices.

QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Human Resources, Psychology, Business Administration, Public Administration or a related field.

Education Substitution: None

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

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 experience at a rate of 30 semester hours equals one (1) year of experience.

Other: Completion of a post-offer background check may be required.

Knowledge: Advanced knowledge of project management; human resources administration practices, principles and techniques; performance management; recruitment, interviewing and selection techniques; unemployment processes; customer service practices; records management; employment law (i.e., Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Occupational Safety and Health Administration, Workers' Compensation); classification and compensation administration; recruitment techniques; labor relations; English grammar, vocabulary and punctuation; mediation and conflict resolution; investigative and interviewing procedures and techniques; statistical data collection; basic accounting, audit and reconciliation procedures; basic legislative budget process including position allocation and organizational structures; loss control; grant administration; training techniques; payroll processing and benefit administration; performance evaluations; hiring, training, discipline and termination; computer software applications (standard office applications and automated databases), office procedures and equipment.

Skill & Ability: **Exceptional skill** in performing multiple tasks and managing several projects at one time; anticipating and coordinating how project impacts others; being organized; working well with people from many different disciplines and varying degrees of experience; anticipating problems; researching and applying state and federal laws, rules, regulations, policies and procedures to all projects;

communicating effectively both orally and in writing with diverse individuals and groups, including those with high level authority; maintaining confidentiality; working independently and collaboratively; managing time and resources effectively to meet established priorities on multiple projects; persuading others using tact and diplomacy; preparing detailed reports; balancing agency and employee needs; building consensus while establishing and maintaining cooperative working relationships; investigating and resolving ongoing employee relations problems and issues; meeting deadlines under pressure; researching, comprehending, explaining, and resolving complex issues constructively; public speaking and presentations; proper English usage, grammar and punctuation; assimilating information and providing an accurate response; multi-tasking; creative thinking; maintaining a high degree of accuracy; analyzing disciplinary issues and suggesting appropriate course of action; knowing when to seek assistance and training others. **Ability to** initiate and follow projects through to completion; learn and adapt quickly to changing requirements, outcomes and surrounding events; balance conflicting demands; understand local court administrative regulations, determine necessary training; provide meaningful employee feedback and performance evaluations; mediate and manage conflict; analyze and develop policies and procedures; persuade others using tact and diplomacy; use discretion in dealing with sensitive information; use initiative and independent judgment; be empathetic, impartial, fair and objective; research and interpret data and legislation; identify problems and suggest solutions; be attentive to detail; research, retain information; assist with short and long-term strategic planning; receive, impart and follow directions; inspire teamwork; produce high quality work; think and react quickly; investigate on-the-job injuries; and complete surveys.

EXAMPLES OF WORK PERFORMED

Project Management - Plan, organize, integrate and coordinates statewide projects related to human resources; participate in short/long-term planning; participate in the budgetary process as appropriate; implement changes necessary for efficient operations and document processing; work with staff to ensure that standards, rules and procedures, state and federal laws are consistently followed; interact as a representative of the human resources division with other judicial entities for problem solving and process improvement. **Statewide Committees** - Assist in staffing statewide Judicial Branch committees; develop time lines and coordinate scheduling; prepare complex documents, minutes, agendas, reports and presentations for meetings; record meetings; coordinate attendance and meeting facilities; encourage and facilitate communication between all parties involved. **Document Preparation** - Develop and prepare statistical and management reports as requested by upper management; assist in evaluation of reports and decisions in relation to established goals. **Customer Service** - Serve as a liaison with statewide directors, managers, court staff, state agencies and the public; recommend new approaches, policies and procedures to effect continual improvements in efficiency of the human resources division and the services provided; provide direction, assistance and follow-up on inquiries from justices, judges, managers, supervisors and employees regarding human resources (NM Judicial Branch Personnel Rules and NM Judicial Branch Personnel Rules for At-Will Employees, federal and state rules, regulations, policies and procedures, recruitment practices, interviewing procedures, safety practices, loss control, local court administrative regulations, policies and procedures; classification and compensation, position allocation, organizational structures, employee and judge retirement plans); develop and maintain effective working relationships with other judicial entities. **Classification** - Develop and lead statewide classification studies and prepare Judicial Branch job descriptions; prepare and review requests for position reclassification; analyze job duties, organizational structure, determine best job classification, prepare job reclassification

documentation; prepare budget forms and make recommendations for approval or disapproval. **Compensation** - Assist in preparing and publishing the Judicial Branch classification and compensation plan; prepare personnel services budget projections; develop and implement employee salary surveys, and complete salary survey questionnaires. **Discipline** - Provide guidance and accurate information regarding progressive discipline to managers and supervisors in the area of employee discipline; draft disciplinary actions; assist managers and supervisors in analyzing the problem and identifying the best course of disciplinary action; assemble and provide information associated with discipline to appropriate parties. **Investigations and Equal Employment Opportunity (EEC)** - Independently investigate employee complaints, prepare and review reports of findings of fact and recommend appropriate response and/or corrective action; gather information, analyze information and draft responses to EEO violations; participate in EEO/Human Rights Division investigations; maintain compliance with federal and state regulations concerning employment law. **Training** - Develop and present training programs. **Rule/Policy** - Assist with researching, drafting, and maintaining AOC and judicial branch personnel rules, policies and procedures; recommend operating policy and procedural improvements; coordinate the resolution of specific policy/rule related and procedural problems and inquiries. **Unemployment** - Investigate and respond to statewide unemployment claims; gather and analyze information; prepare documentation to contest unemployment claims; coordinate and attend hearings. **Loss Control** - Develop, administer, train, oversee, and ensure compliance with the Judicial Branch Loss Control Plan. **May** serve on Statewide Boards or Committees; serve as Drug Testing Coordinator, participate in legislative budget process and participate on interview panels for vacant positions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work requires the extensive use of computers and is performed in an office or court setting. The employee is regularly required to sit for long periods of time, talk, hear, read typed and/or handwritten material, perform repetitive hand, arm, and finger motions, as well as use manual/finger dexterity. May also be required to stand, walk, kneel/stoop, move, lift, pull and carry up to 25 pounds; travel (valid driver's license required), work overtime and/or flexible hours, weekends, and holidays; and may be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions. The employee is expected to be punctual and to adhere to a work schedule.

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