

NEW MEXICO JUDICIAL BRANCH

Human Resources Generalist (Classified)

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

SUMMARY

Under direct supervision, assist in administering general human resources actions, employee payroll and benefit processing, recruitment and human resources data entry.

QUALIFICATIONS

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

Education Substitution: Experience in human resources management, payroll, and benefits administration may substitute for education on a year for year basis.

Experience: One (1) year experience in general human resources, payroll, and benefits administration.

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.

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

Knowledge: Working knowledge of human resources administration practices, payroll processing, benefit and leave administration; customer service practices; human resources records management, and basic accounting; 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); recruitment processes; selection techniques; computer software applications (standard office applications and automated databases), office procedures and equipment.

Skill & Ability: **Skill** in communicating effectively both orally and in writing; maintaining confidentiality; reading, writing and arithmetic; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; providing good customer service; using common sense; maintaining professional demeanor and composure; using computers and computer software; researching and retrieving information; and maintaining accurate files and records. **Ability** to be tactful and diplomatic; problem solve, analyze and apply relevant policies and procedures; assimilate information and provide an accurate response; balance agency and employee

needs; explain the Judicial Branch employment rules and policies; organize, multi-task, set priorities and meet deadlines under pressure; be attentive to detail and maintain a high degree of accuracy; retain information; establish and maintain cooperative working relationships; receive and follow directions; work independently and deal with difficult people.

EXAMPLES OF WORK PERFORMED

Payroll & Benefits - Assist with payroll processing and distribution; assist with employee benefit administration and explain benefits to employees, and serve as liaison between employees and insurance carriers. **Data Entry** - Process and enter approved human resources transactions utilizing a computerized human resources management system. **Recruitment** - Coordinate recruitment efforts and job postings; review applications, evaluate applicant skills and make recommendations regarding applicant's qualifications; schedule interviews, participate on interview panels, check candidate references, complete background checks; conduct new employee orientations. **Customer Service** - Provide assistance and follow-up on inquiries from 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, recruitment practices, interviewing procedures, safety practices, classification and compensation, local court administrative regulations, policies and procedures); develop and maintain effective working relationships with other judicial entities. **Document Preparation** - Prepare employment letters and complete human resources forms. **Training** - Assist with training programs. **Clerical** - Maintain filing systems and archive personnel files, answer phones, and other associated duties as assigned. **May** - Serve on local committees.

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 repetitious 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.

Dev: 12/4/08
Audited: 2/22/13