



Job Title:	<b>Personnel Officer</b>	Job Requisition #:	<b>2k16-11-53</b>
Department:	<b>Detention Center</b>	Status:	<b>Classified</b>
Creation Date:	<b>9/29/2016</b>	Job Code:	<b>1590</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>11-16-2016</b>	FLSA:	<b>NE</b>
Last Day to Apply:	<b>Open Until Filled</b>	Salary Range:	<b>\$45,108-\$50,746 Annually</b>

Work Schedule: **M-F 8:00 a.m. – 5:00 p.m. Hours may vary for Special Assignments**

**GENERAL PURPOSE:** Oversees and coordinates departmental Human Resources activities including recruitment and staffing, employee evaluations, and equal employment opportunity; monitors department's labor/employee relations programs; provides professional consultation to the Director, managers and supervisors in matters pertaining to employment law, discipline, conflict resolution and grievance/arbitration processes; possesses working knowledge of bargaining unit contracts and their interpretation; monitors payroll compliance. Supports organizational effectiveness by partnering with central Human Resources to ensure delivery of departmental advice and guidance that results in application of County personnel rules and regulations and employment practices that are consistent with organizational and central Human Resources practices. Performs other related duties as assigned/directed.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in human resources, public administration, business administration or a related field, plus four (4) years of professional human resources experience to include experience in at least two (2) of the following specialty areas: employment law compliance, disciplinary and grievance investigations and hearings, labor relations and recruitment and hiring; and two (2) years of direct supervisory experience in a management, administrative, technical or functional capacity; OR a combination of related education and experience. Public sector experience and IPMA-HRCP, PHR or SPHR certification highly desirable.

**Required Licenses or Certifications:**

Valid New Mexico Driver's License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Department Director and may exercise technical and functional supervision over professional and lower level staff.

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

- Oversees and coordinates personnel activities for assigned department including recruitment, payroll compliance, grievance procedures, labor relations, employee evaluations, equal employment opportunity and employee assistance programs.
- Advises and make recommendations to department head regarding the appropriate administration of County policies, procedures, rule, regulations and union contract compliance; consult with Central Human Resources and County Legal Department to ensure departmental administrative actions are consistent with County practice and compliant with pertinent County, Federal, State and local laws, ordinances and regulations.
- Presents and/or coordinates the presentation of training programs for proper administration of rules & regulations, department polices and/or standard operating procedures, collective bargaining

## **JOB DESCRIPTION**

### **Personnel Officer**

agreements, documentation of employee performance, use of progressive discipline and methods used in grievance proceedings.

- Investigates, and/or provides assistance and guidance in investigations of employee misconduct, including analyzing all the facts and evidence gathered in misconduct investigations. Consults with Central HR and the Legal department regarding appropriate action.
- Assists in gathering and compiling information needed in the grievance process; assists in preparing presentations for formal grievances; coordinates and schedules hearings through central Human Resources.
- Assists in establishing comprehensive departmental Human Resources documentation files for current and future research and evaluation; maintains confidential personnel records according to established rules and regulations.
- Oversees the review of department payroll activities with assigned staff and recommends process improvements as needed to ensure compliance with Federal FLSA and FMLA requirements, Worker's Compensation, Personnel Rules & Regulations, County Collective bargaining agreements and Payroll policies; coordinates wage and salary administration activities with central Human Resources and Payroll.
- Coordinates and monitors various personnel actions originating within the department including transfers, promotions, new hires, terminations and salary changes; ensures compliance with applicable policies and procedures.
- Coordinates employee evaluation procedures within assigned department; develops and monitors tracking and reporting systems.
- Ensures department compliance with applicable EEOC laws and regulations; investigates complaints and provides reports to central Human Resources for responding to EEOC charges.
- Provides counseling and direction to employees experiencing difficulty in job duties and responsibilities; provides training as necessary.
- Serves as liaison for the department with collective bargaining representatives and the designated Employee Relations Representative; assists in resolving sensitive issues.
- Assists in updating salary forecast reports and verifying personnel expenditures for budget preparation.
- Develops personnel reports as requested including performing analysis and making recommendations.
- Attends and participates in professional group meetings; stays abreast of new developments in the field of Human Resources administration, Labor/Employee Relations, and Employment Law.
- Performs related duties and responsibilities as required.

#### **Required Knowledge of:**

- Operations, services and activities of comprehensive Human Resources programs.
- Current principles and practices of human resources administration and programs.
- Principles and practices of payroll compliance
- Principles and practices of personnel record keeping
- Principles and methods of job analysis/evaluation and salary administration.
- Human Resources Information systems (HRIS).
- Employment law and hiring practices; human resources regulatory compliance.
- Pertinent federal, state and local laws, regulations and ordinances.
- Basic principles of organizational development.
- Investigatory principles and practices.
- Principles of customer service and public relations.
- Basic principles and practices of contract negotiation and administration.
- Research methods and report presentation.
- Advanced arithmetical computations adequate to correctly perform work.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter and report writing.
- Principles of supervision and training.

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#### **Required Skill in:**

- Administering assigned human resource programs in a public-sector setting.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Providing consultation, guidance and assistance regarding human resources policies and procedures, rules and regulations to department heads, supervisors, employees and the general public.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution.
- Performing various salary administration services; coordinating job evaluations/analysis and market analysis studies with Central Human Resources as needed.
- Preparing clear and concise administrative and statistical reports and correspondence.
- Learning and effectively utilizing required work procedures, relevant regulations and specialized HRIS/HRM programs and databases.
- Handling multiple tasks and prioritizing effectively; meeting deadlines and work under high demand/stressful conditions.
- Responding to inquiries or complaints from customers, staff, management, and members of the general public.
- Researching and preparing complex reports and project evaluations.
- Analyzing policy and making effective decisions.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality in accordance with pertinent County, Federal, State and local laws, ordinances and regulations.
- Supervising, leading, and/or delegating tasks.
- Performing essential functions of the job with or without reasonable accommodation.

#### **Physical Demands / Work Environment:**

- Administrative Work is performed in a standard office environment and is generally sedentary in nature
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work frequently requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.
- Exposure to computer screens and office equipment.
- Occasionally may be exposed to infectious diseases when dealing directly with members of the public or in public settings
- Exposure to varied environments and occasional exposure to extreme weather conditions and potential physical harm while traveling to meetings, training, or when performing related job duties.

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**Personnel Officer**

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



HRD.26- 2015

**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

**Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date