Human Resources
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Administration Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM102	**Business Services & Support**	**Administration Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 5, 2026**

The Administration Supervisor provides technical and administrative support, including supervision of research, implementation, coordination, and maintenance of data in master rosters, internal personnel management systems, or other reporting tools. This position serves as a liaison between divisions and the Human Resources department and is responsible for providing and analyzing all HR-related documents. Supervisory duties include hiring, training oversight, performance evaluation, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises administrative staff, assigns tasks and duties as appropriate, conducts performance evaluations, and administers disciplinary or corrective actions as necessary.
- Oversees and coordinates the Inspection of Public Records process, serving as the liaison between BCSO and the County Legal Department.
- Acts as the liaison between BCSO and the County Human Resources Department. Prepares and submits all HR-related documents to Human Resources for processing and analysis.
- Administers HR services for BCSO, including the creation of requisitions in NEOGOV, preparation of Personnel Action Forms (PAFs), and the activation/deactivation of special pays in compliance with Collective Bargaining Agreements. Also prepares Temporary Salary Increase and Vacant Reclassification forms and submits them to Human Resources for approval and analysis.

- Responsible for the research, implementation, and maintenance of data in BCSO's internal Personnel Management Data System. Duties include adding, removing, and tracking employees and ensuring the accuracy of key information such as section and location assignments.
- Generates reports from the internal Personnel Management Data System to track seniority of sworn and civilian staff. Ensures all direct report changes are accurately reflected in Empath. Produces employee count and seniority reports for use in shift bids and other departmental needs.
- Coordinates the issuance of Special Deputy Commission Cards for surrounding law enforcement agencies, including but not limited to Albuquerque Police Department, Rio Rancho Police Department, Albuquerque Public Schools Police, Isleta Pueblo Police, and the University of New Mexico Police Department. Ensures completed applications are properly signed and notarized.
- Conducts background checks for Special Deputy Commission applicants. Schedules appointments for ID photos and checks for existing oaths of office; prepares new oaths as needed.
- Files oaths of office with the County Clerk's Office and District Courthouse. Removes individuals from the roster upon separation and issues new cards every four years following the election of a new Sheriff.
- Responds to technical inquiries in accordance with state statutes and applicable laws.
- Oversees and coordinates the Sheriff's Office's response to Inspection of Public Records requests, routing documents and correspondence to the County Legal Department.
- Maintains official and confidential documents and records in accordance with applicable policies and procedures.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Six (6) years of related work experience in Business Administration or Records Management.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFOMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Workers exposed to natural working conditions while working outdoors which may be severe.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Works independently most of the time, with or without direct supervision; but also works with a group and select teams as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.