Human Resources
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Deputy Chief Human Resources Officer

JOB CODE	JOB FAMILY	PROFILE
JCM611	**Human Resources**	**Deputy Chief Human Resources Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**July 22, 2026**

The Deputy Chief Human Resources Officer serves as a key leader within the Human Resources Department, supporting the Director in overseeing HR operations and strategic initiatives. Collaborates closely with senior leadership and departmental managers to ensure alignment and effective execution of core HR programs. May assume direct oversight of designated functions within the department. This position includes full supervisory responsibilities, including hiring, training, performance management, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, plans, implements, and evaluates goals, objectives, policies, procedures, and work standards for assigned HR programs.
- Reviews HR policies, procedures, and management practices; recommends changes or implements directives as assigned by the Director.
- Assists the Director with daily HR administration across all functions, including but not limited to: employment, employee and labor relations, compensation and classification, benefits, training, and general HR services.
- Continuously assesses service delivery effectiveness; monitors workload distribution, support systems, and internal processes; identifies areas for improvement and leads change initiatives.
- Ensures departmental compliance with all applicable federal, state, and local laws and regulations related to HR.

- Builds and maintains effective relationships with intergovernmental agencies, regulatory bodies, internal leaders, elected officials, and departmental staff.
- Prepares and oversees reports, correspondence, policies, procedures, and data analyses to ensure compliance and support decision-making.
- Monitors HR trends and challenges; researches best practices and recommends innovative solutions to meet current and future HR needs.
- Leads and supports special projects aligned with strategic priorities.
- Serves as Acting Director in the absence of the Human Resources Director or as assigned.
- Supports internal and external audits by reviewing processes, preparing documentation, and responding to audit inquiries.
- Assists in developing, communicating, and training staff on the department's Emergency Operations Plan (EOP); ensures emergency protocols and continuity systems are in place.
- Prepares County Commission agenda items and provides technical guidance on HR matters as needed.
- Maintains confidentiality of sensitive and/or confidential records, documents, and decisions.
- ***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

- Bachelor's degree in Business/Public Administration, with emphasis on personnel administration, human resources management, organizational behavior, or a related academic field.
- Nine (9) years of human resources management.
- Four (4) years of experience in a managerial role.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Current certification as a SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) is preferred.

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

- Duties are primarily performed indoors in a temperature-controlled environment.
- Work is conducted on even, dry surfaces such as tile or carpet.
- May work independently for extended periods, with or without direct supervision.
- Requires prolonged sitting and extensive use of a computer and other office equipment.

EQUIPMENT, TOOLS, AND MATERIALS

- Standard office equipment used includes telephone, computer, printer, photocopier, fax machine, and calculator.
- Regular handling of materials such as files, reports, forms, and general office supplies.