Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Employee and Labor Relations Manager

JOB CODE	JOB FAMILY	PROFILE
JCM517	**Human Resources**	**Employee and Labor Relations Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**April 7, 2026**

The Employee Relations and Labor Negotiations Manager leads, plans and oversees labor relations, including contract negotiation and administration, grievance procedures, and disciplinary actions to ensure compliance with laws and policies. Key duties involve advising management on labor and employment regulations, conducting investigations, and fostering productive relationships with unions and employees while managing HR policies and programs for a government entity. Supervises staff through hiring, training, performance assessment, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and executes the County's labor and employee relations strategies in alignment with HR policies, collective bargaining obligations, and fiscal priorities.
- Serves as a key leader in collective bargaining negotiations, labor discussions, and related strategy sessions.
- Oversees the administration and interpretation of Collective Bargaining Agreements (CBAs) to ensure consistency and compliance across departments.
- Designs and directs fair, objective, and defensible processes for managing grievances, disputes, and investigations.
- Provides expert consultation and coaching to HR staff, managers, and department leaders on complex employee and labor relations issues.

- Develops and delivers training and communication programs to build management capability and promote effective labor and employee relations practices.
- Conducts research and analysis to inform negotiations, policy development, and strategic decision-making.
- Represents the County in arbitrations, mediations, and hearings before labor and employment boards.
- Leads initiatives to strengthen employee engagement, workplace culture, and organizational trust.
- Partners with Benefits staff to align health, welfare, and wellness initiatives with employee relations objectives.
- Monitors trends and changes in labor and employment law to proactively adjust County policies and strategies.
- *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 human resources, public administration, business administration, or a related field.
- Seven (7) years of professional human resources experience managing labor and employee relations for large organizations.
- Four (4) years in a management or supervisory capacity.

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

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

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

- Successful completion of a post-offer employment medical examination.
- 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

- Work is primarily performed indoors in a climate-controlled environment.
- Work surfaces are typically even, dry, carpeted, or tiled.
- Works independently for most tasks, with occasional collaboration in group or team settings.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- 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.