Human Resources
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Employee Labor Relations Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP105	**Human Resources**	**Employee Labor Relations Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**October 19, 2026**

The Employee Relations Specialist performs professional and technical human resources services in support of the Office of Professional Standards Administrator. This role supports labor negotiations, conducts exit interviews and investigations, coordinates unemployment claim processes, and helps ensure compliance with county policies and labor laws.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate investigation requests with third-party investigative firms to address internal or EEO-related employee complaints. Maintain a log and track complaint status, including deadlines.
- Assist with administrative investigations related to employee conduct and ethical standards, as assigned by the HR Labor Relations/ADA Manager.
- Create, organize, and maintain disciplinary and grievance files for the HR Labor/Employee Relations section.
- Enter data from random and post-accident drug testing into the LaborSoft database.
- Enter data related to unemployment claims into the LaborSoft database.
- Conduct factual and records-based research for labor and employee relations matters. Cross-check and validate data as needed.
- Generate reports on terminations, grievances, and other labor-related activities as assigned.

- Prepare statistical reports and correspondence; respond to verbal and written inquiries regarding labor relations and related matters.
- Schedule and attend meetings related to labor relations issues.
- Organize and support ongoing employee and labor relations initiatives.
- Coordinate confidential inquiries and Inspection of Public Records Act (IPRA) requests with other HR sections.
- Coordinate employee and labor relations meetings with department directors, managers, and supervisors in collaboration with the HR Labor Relations/ADA Manager.
- Research state and federal labor and employment laws as directed.
- *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, Business Administration, Public Administration, or a related field.
- One (1) year of related work experience.

*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

- Perform essential job duties indoors in a climate-controlled environment.
- Work primarily on even, dry, carpeted, or tiled surfaces.
- Work is mostly performed independently, with occasional collaboration in group or team settings.

EQUIPMENT, TOOLS, AND MATERIALS

- Commonly used equipment includes a computer, telephone, calculator, facsimile machine, photocopier, typewriter, and audio recording equipment.
- Materials handled may include logs, spreadsheets, charts, writing utensils, safety manuals, policies and regulations, and a variety of standard office forms.