Human Resources
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Employee Labor Relations Specialist Lead

JOB CODE	JOB FAMILY	PROFILE
JCP351	**Human Resources**	**Employee Labor Relations Specialist Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 19, 2026**

The Employee Relations Specialist Lead performs professional and technical personnel services to support current and former employees, managers, and the County as a whole. This role is responsible for completing tasks as a lead team member while guiding and mentoring the Employee/Labor Relations Team and serving as a liaison between the Senior Manager and the team.

Job Description

DUTIES AND RESPONSIBILITIES

- Advise and collaborate closely with managers on employee matters, ensuring counseling, discipline, or termination aligns with labor agreements, Bernalillo County policy, and applicable procedures.
- Guide managers by clarifying rights and obligations under labor agreements and applicable policies.
- Foster a supportive environment for the Employee/Labor Relations team by providing guidance and mentorship, while serving as a liaison between the team and the Senior Manager.
- Investigate, gather, and analyze information to ensure employment actions comply with County policies and procedures, as well as Federal, State, and local laws, and applicable Collective Bargaining Agreements.
- Assist in conducting administrative investigations involving employee conduct and ethical business standards in accordance with Bernalillo County policies, as assigned by the Senior Manager for Labor/Employee Relations.
- Maintain and revise the Labor/Employee Relations framework, including strategies and proposals to continuously improve practices.

- Maintain an organized case management system capable of running analytics and generating data-driven reports.
- Create, maintain, and track disciplinary and grievance files for the HR Labor/Employee Relations Section.
- Conduct advanced research, investigate factual allegations, and recommend effective solutions to issues impacting Labor/Employee Relations administration.
- Oversee the management of data related to random and post-accident drug testing and Unemployment Claims, ensuring accurate entry into applicable databases.
- Analyze and research employment, organizational, labor, and programmatic issues; provide recommendations and draft new or revised policies in compliance with current laws and organizational standards.
- Provide training to managers and employees on best practices and County policies related to Labor/Employee Relations.
- Apply expert-level knowledge of union contract administration, including grievance handling, problem resolution, contract and midterm negotiations, and legal requirements such as NLRA, Title VII, NMHRA, ADA, FMLA, etc.
- Generate reports related to terminations, grievances, and other labor-related activities as assigned by the Senior Manager for Labor/Employee Relations.
- Prepare statistical reports and correspondence; respond to written and verbal inquiries regarding Labor/Employee Relations and related matters.
- Coordinate confidential inquiries and Inspection of Public Records Requests with other HR sections and/or the County Attorney's Office.
- Coordinate and attend meetings related to Employee and/or Labor Relations matters with Department Directors, Managers, or Supervisors and the Senior Manager; prepare communications, presentations, and conduct research to ensure programs align with best practices and workforce needs.
- Handle sensitive and confidential records, plans, documents, and decisions, maintaining the confidentiality of all sensitive information.
- *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 related field.
- Five (5) years of related work experience with an emphasis in employee/labor relations.

*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:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Employee must complete the required FEMA training(s) as assigned to the position.
- Employee must complete the required Supervisor classes if applicable.
- 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.

WORKING CONDITIONS

- Essential job duties are performed indoors in a climate-controlled environment.
- Primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes computers, typewriter, recording equipment, telephone, calculator, facsimile machine, and photocopy machine.
- Materials and products handled on performance of duties include logs, spreadsheets, graphs, pie charts, writing utensils, safety manual, rules and regulations, and various office forms.