Human Resources
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Employment Manager

JOB CODE	JOB FAMILY	PROFILE
JCM311	**Human Resources**	**Employment Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 7, 2026**

The Employment Manager develops and manages all aspects of the employment process, including recruitment and orientation programs. This position manages human resources information processes and coordinates systems development. Responsibilities include hiring, training oversight, performance evaluation, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Consult with hiring officials on the planning, approval, and implementation of job postings, advertising, screening, applicant tracking, and selection processes. Assist in developing proactive staffing plans and budgets.
- Supervise personnel involved in the employment process. Ensure compliance with internal policies and external regulations. Evaluate, train, and, when necessary, discipline staff.
- Oversee timely and accurate processing of human resources and payroll information. Ensure correct payment and reporting of salaries and benefits in accordance with County policies and collective bargaining agreements.
- Manage recruitment advertising and coordinate participation in job and career fairs.
- Coordinate network access and data security procedures for the employment section.
- Develop and improve department system operations to ensure compatibility and integration with other County systems.

- Develop and manage specialized databases for internal monitoring, tracking, and evaluation.
- Produce technical summaries, analyses, and reports related to HR functions.
- Research, analyze, and present hiring statistics. Oversee position control.
- Design, implement, and manage information-tracking systems for employment-related functions. Provide individual and group training to improve technology usage.
- Support budget preparation by providing detailed reports and analyses.
- Serve as a liaison between the Human Resources Department and the Information Technology Department.
- *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 Public Administration, Business Administration, Human Resources, or a related field.
- Six (6) years of related work experience with interaction and consultation of hiring officials, planning, approval, and implementation of posting/advertising, screening, applicant pool development, requisition/applicant tracking, or selection.
- Two (2) years in a managerial role.

*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 performed indoors in a professional office setting.
- The work environment is temperature controlled.

- Duties are performed on flat, dry surfaces such as carpet or tile.
- Work is often performed independently, with or without direct supervision.

EQUIPMENT, TOOLS AND MATERIALS

- Frequently used equipment includes telephones, computers, printers, photocopiers, fax machines, typewriters, and calculators.
- Materials handled include files, forms, reports, documents, and a variety of general office supplies.