Human Resources
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Employment Specialist Senior

JOB CODE	JOB FAMILY	PROFILE
JCP239	**Human Resources**	**Employment Specialist Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**August 28, 2026**

The Employment Specialist Senior leads recruitment efforts for the position of Corrections Officer and other department roles as directed by the Chief of Corrections or designee. This position conducts and oversees criminal background and reference checks, supervises recruitment staff, and ensures compliance with internal policies and applicable regulations. It plays a key role in the hiring and intake process and supports the Modified/Light Duty program at MDC.

Job Description

DUTIES AND RESPONSIBILITIES

- Leads the recruitment process for MDC, including direct recruiting and assigning recruiting duties to staff. Screens applicants through community outreach, job fairs, and other strategies. Delivers recruitment presentations to schools and colleges.
- Supervises Recruiters and Administrative Officers. Assigns daily work, manages schedules, and handles changes to leave or regular days off. Conducts performance evaluations.
- Oversees the promotional process for Sergeants and Lieutenants to ensure timely execution in accordance with policy and collective bargaining agreements.
- Analyzes and maintains recruitment and HR data. Provides statistical reports to Deputy Chiefs.
- Acts as the Chief of Corrections' designee in managing the Modified/Light Duty program. Coordinates with Risk Management, Unit Managers, and Human Resources. Monitors staff and assigns temporary workstations.

- Conducts or delegates pre-employment criminal background and reference checks. Directs staff on completing all steps of the pre-employment and intake process.
- Oversees the applicant intake process. Verifies identification, reviews Personal Information Questionnaires, and ensures proper notarization. Maintains communication with candidates and ensures timely and accurate entry of candidate data into system. Assigns and monitors intake responsibilities.
- Ensures compliance with ACA guidelines, PREA standards, and applicable state, federal, and internal regulations and policies.
- Develops and updates policies and procedures related to recruitment and hiring.
- Assigns staff to scan and electronically store candidate files.
- Responds to public inquiries courteously and professionally. Provides information within the scope of assignment and resolves complaints promptly.
- *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 Administration, Public Administration, Human Resources, or a related field.
- Two (2) years of related work experience in compensation or classification.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Preferred knowledge of and experience in the operations, services and activities of a corrections and detention program.
- Preferred knowledge of the principles and practices of the criminal justice system, law enforcement, modern booking procedures, corrections and detention theory and practice.
- Preferred knowledge of correctional institution security and inmate security practices, occupational hazards and standard safety practices.

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

- The majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Work hazards or potential work hazards include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.
- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled. Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills. Outdoor surfaces may include natural ground, asphalt, or concrete.
- Employee may be required to work a flexible schedule.

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.