Human Resources
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Employment Specialist Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM221	**Human Resources**	**Employment Specialist Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**July 7, 2026**

The Employment Specialist Supervisor coordinates daily operations of the employment section. Support management with human resources issues and help develop and implement departmental policies and procedures. Coordinate application screenings, process employment actions, and oversee the in-take desk and onboarding of new employees.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise and direct staff involved in employment processes including outreach, recruitment, hiring, and separation.
- Ensure compliance with internal policies, procedures, and regulatory requirements.
- Evaluate employee performance, provide development opportunities, and administer discipline when needed.
- Approve work schedules, timecards, and leave requests for assigned staff.
- Collaborate with the Talent Manager to ensure compliance with employment laws, collective bargaining agreements, and departmental policies and reporting.
- Write and implement procedures to support employment strategies and policy changes.
- Contribute to the development of departmental goals and process improvements.

- Coordinate recruitment and outreach activities, including promotional processes. Research and analyze issues related to recruitment and retention.
- Manage annual and probationary performance reviews. Track and distribute evaluations to ensure departmental compliance and stay informed of performance evaluation trends.
- Maintain accurate records for positions requiring driver's licenses. Verify license validity with the State of New Mexico.
- Identify new hire training needs and support countywide training initiatives in collaboration with the training team.
- Conduct random audits of employee files to ensure consistency, accuracy, and policy compliance. Report findings to the Talent Manager.
- Help design and revise HR forms, reports, and other tools.
- Respond to inquiries and complaints from applicants, employees, the public, and department staff. Troubleshoot and resolve issues as needed.
- Maintain and monitor staff access permissions. Coordinate network access and data security for the Talent Management Center of Excellence.
- Generate reports, summaries, and analyses related to HR functions. Prepare and present hiring statistics and oversee position control. Support special projects as assigned.
- Assist with audits by providing information and records. Address audit findings with updated policies, procedures, and processes.
- Represent the department on committees and in meetings as needed.
- *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.
- Three (3) years of experience in Human Resources.
- One (1) year of supervisory 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

- Essential job duties are performed indoors in a climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.

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.