Human Resources
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Employment Support Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV514	**Human Resources**	**Employment Support Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**July 29, 2026**

The Employment Support Specialist provides para-professional, technical, and administrative support across various human resources functions, including employment, compensation, benefits, onboarding, and training. Responsibilities include screening applications, coordinating hiring and personnel actions, maintaining records, and supporting employees and departments with human resource processes. This role ensures accuracy and efficiency in processing employment-related transactions while delivering responsive customer service to internal and external stakeholders.

Job Description

DUTIES AND RESPONSIBILITIES

- Provide administrative and technical support in assigned human resource areas such as employment, compensation, training, and benefits.
- Screen job applications, refer qualified candidates to departments, process employment actions, and assist employees with forms for record changes.
- Maintain, verify, and update employee records; ensure accurate entry of data in HR systems.
- Assist in onboarding of new hires, including scheduling and conducting orientation workshops.
- Prepare reports, correspondence, memos, and spreadsheets using various software tools; enter and analyze HR data.
- Schedule pre-employment drug screens, background checks, and other pre-hire requirements as needed.

- Assist with the administration of driver's license, CDL, and safety-sensitive position requirements, including compliance tracking and testing.
- Coordinate and process promotions, transfers, and other personnel actions in compliance with County procedures.
- Respond to inquiries from employees, applicants, and the public regarding HR procedures, policies, and job opportunities.
- Support job fairs and other recruitment activities as part of the County's outreach and hiring efforts.
- Provide training support and functional guidance to other HR staff as needed.
- Assist with retirement eligibility calculations and process associated documentation.
- Perform general administrative tasks such as filing, data entry, record keeping, copying, and scheduling appointments.
- Answer multi-line phones, take messages, route calls, and assist walk-in visitors with employment-related inquiries.
- *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

- High School Diploma or GED.
- Five (5) years of related work experience in general Human Resources.

*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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Worker often works alone, both with or without direction from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.