Human Resources
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Human Resource Manager

JOB CODE	JOB FAMILY	PROFILE
JCM413	**Human Resources**	**Human Resource Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 21, 2026**

The Human Resource Manager develops, implements, and manages service delivery components of Human Resources for the County. These components include HRIS, records and data management, policies and procedures, position control, process maps, the HR call center, and human resources transactions. This position provides leadership and direction to assigned staff and serves as the key liaison and HR Business Partner, linking timely and effective human resources services, systems, and processes with the County's HR strategic plan and operational objectives. The Human Resource Manager provides service-oriented leadership to County directors, supervisors, employees, labor unions, and other County stakeholders. Responsibilities include employee supervision, hire selection, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and recommends the County's Human Resources Information Systems (HRIS) strategy in conjunction with Information Technology.
- Partners with IT to develop and implement an effective HRIS.
- Develops and oversees a customer-focused HR call center.
- Develops and maintains data analytics and reporting systems to measure HR effectiveness and supports reporting needs.
- Develops and maintains HR policies and procedures for all components of Human Resources.

- Develops and maintains HR process maps for all components of Human Resources.
- Engages with internal partners to understand business strategy, questions, and goals.
- Gathers knowledge on HR data, data entry platforms, and business processes to understand the relationship between users, tools, and databases.
- Researches, reviews, and analyzes the effectiveness and efficiency of existing reporting procedures and develops strategies for improvement.
- Oversees the timely and effective processing of HR transactions.
- Meets with decision-makers, systems owners, and end users to define reporting requirements and goals.
- Prepares and delivers reports, recommendations, or alternatives to improve reporting processes.
- Develops and maintains position control for the County.
- Oversees and maintains all employee data changes.
- Oversees the provision of services, tools, and information to management and employees on HR matters.
- Trains and develops assigned employees to enhance performance and effectiveness.
- Manages assigned resources within budget.
- *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 a related field.
- Nine (9) years of related work experience in HR services delivery, records, and data management, and/or HRIS management.
- 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

- Essential job duties take place indoors in a temperature-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Employee works independently most of the time, with or without direct supervision, occasionally works in a group or as part of a select team.

EQUIPMENT, TOOLS AND MATERIALS

- Use of a telephone, projector, calculator, computer, fax machine, and copy machine in the performance of essential duties.
- Handles various forms of paperwork in the performance of essential duties.