Human Resources
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Human Resources Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP314	**Human Resources**	**Human Resources Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The Human Resources Analyst performs professional and technical personnel services in one or more of the following areas: position administration, employment, recruitment, examinations, placement, classification, salary administration, performance evaluations, benefits, training, equal employment opportunity, or employee relations, ensuring compliance with all guidelines, contracts, laws, rules, and regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Review online requisition requests for all county departments; develop, update, and track the position control process, create new positions, and maintain information in the human resources information system (HRIS).
- Provide direct administration in the preparation and maintenance of all the county's personnel action forms, including but not limited to new hires, salary adjustments, promotions, reclassifications, program changes, conversions, transfers, and reorganizations.
- Perform a wide variety of specialized position control functions, ensuring all internal components are followed; collect and analyze data related to examination scores, automated scoring plans, set pass points, and prepare job announcements.
- Research, compile, and analyze statistical information for a variety of human resources functions; serve as a liaison to payroll and human resources staff to resolve job-related issues.
- Plan, recommend, compile, and organize data, and make recommendations on decisions in specific cases of department transactions.

- Implement and interpret guidelines, policies, and procedures developed by management; assist in the development, recommendation, and coordination of new procedures for the section.
- Provide technical assistance to departments and hands-on training to end users; answer inquiries from department directors, timekeepers, and employee liaisons regarding procedures and related processes.
- Process and monitor biweekly payroll edit discrepancies and ensure all employment transactions are processed accurately.
- Prepare and develop reports on human resources processes; create, follow up on, and track a variety of documents and forms related to assigned functions; maintain online classification specifications.
- Assist in the development and modification of any new system applications.
- Assist in reviewing, researching, documenting, and continuously improving processes and procedures.
- Administer and manage procedures for temporary increases and review human resource maintenance reports for accuracy on a routine basis.
- Answer inquiries from employees and department directors concerning personnel rules and procedures.
- Respond to written and verbal inquiries concerning employment opportunities, application procedures, and related matters.
- Perform other job-related duties as assigned or required.
- *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/Public Administration, or related field.
- Two (2) years' experience in Human Resources administration.

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

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.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes a computer, recording equipment, a telephone, a calculator, a facsimile machine, and a photocopy machine.
- Materials and products handled on the performance of duties include logs, spreadsheets, graphs, pie charts, writing utensils, safety manual, rules and regulations, and various office forms.