Human Resources
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Human Resources Business Partner

JOB CODE	JOB FAMILY	PROFILE
JCP253	**Human Resources**	**Human Resources Business Partner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 21, 2026**

The Human Resources Business Partner performs professional and technical human resources strategic activities in their assigned areas of expertise for the Bernalillo County (BernCo) Human Resources Department. This position collaborates and provides guidance to their assigned county departments and stakeholders. Human Resources Business Partners ensure all human resources functions and solutions are addressed through strategic business collaboration in the assigned areas of expertise.

Job Description

DUTIES AND RESPONSIBILITIES

- Is responsible, as assigned, for the oversight, coordination, and guidance of daily human resources specialized activities for county departments and stakeholders.
- Builds communications and working relationships with assigned departments to ensure various business goals and needs are achieved.
- Under general guidance and within the framework of defined policies, procedures, and human resources practices, provides guidance to county departments and stakeholders on Bernalillo Rules and Regulations, policies, and procedures to ensure continuity and compliance within the county.
- Serves as a Human Resources liaison to departments on issues related to employee relations, including equal employment opportunity, grievance issues, employee assistance, and labor relations.

- Within the framework of defined policies, procedures, and human resources practices, recommends and assists in the implementation of the department's human resources strategic goals and objectives; implements modifications to policies and procedures as assigned.
- Works to ensure the county attracts, develops, and retains high-quality talent at all levels in a continuous pipeline to support the county’s growth objectives, opportunities, and strategies.
- Identifies and implements best practices to align, partner, and collaborate with members of the Human Resources team to ensure high standards of service.
- Coordinates employee performance management processes and procedures to ensure timely completion; assists in providing direction to employees experiencing difficulty in carrying out assigned job duties and responsibilities; coordinates and schedules training for department employees as necessary.
- Maintains confidential department personnel records according to established rules and regulations.
- Compiles, organizes, and analyzes data to make recommendations to Human Resources management on potential results in specific cases.
- Advises and provides guidance to management regarding the appropriate administration of federal and state laws, county rules and regulations, procedures, and union contract compliance.
- Develops reports as requested, including performing analysis and making recommendations.
- Answers inquiries from employees and department directors concerning county rules, regulations, and procedures.
- Coordinates, develops, and maintains standard process and procedure documentation for the Human Resources department.
- Answers written and verbal inquiries related to Human Resources matters.
- Leads, coaches, and mentors employees within the department and county, as needed.
- Schedules and attends meetings regarding human resources-related issues.
- Performs duties as assigned; not all positions include every duty listed, as specific job duties are determined by the supervisor.
- Performs other job-related duties as required or completes special projects as assigned.
- ***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 related field.
- Two (2) years of related work experience in a human resource related field.

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

- Majority of essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or a tiled floor.
- Indoor surfaces are typically dry and may involve the use of stairs.
- 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.
- 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 typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a photocopy machine, a fax machine, and a calculator.
- 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.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.