Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Human Resources Business Partner Lead

JOB CODE	JOB FAMILY	PROFILE
JCP350	**Human Resources**	**Human Resources Business Partner Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The HR Business Partner Lead performs professional and technical human resources strategic functions and is responsible for mentoring and supervising Bernalillo County (BernCo) Human Resources Business Partners. This role collaborates with senior leaders and all areas of Human Resources to advance business strategies, strengthen organizational capability, and promote overall employee well-being and engagement.

Job Description

DUTIES AND RESPONSIBILITIES

- Provide leadership and mentorship to the HRBP team to foster a high-performance, supportive team culture.
- Serve as a business partner to leadership, advising on human resources issues and initiatives that impact organizational goals and objectives, including organizational design.
- Partner with specialized HR areas, including talent acquisition, compensation, benefits, learning, performance, and HR shared services.
- Implement best practices and support the delivery of HR processes across the County.
- Act as a performance improvement driver and champion of positive people management changes.
- Oversee, coordinate, and guide daily human resources activities for assigned county departments and stakeholders.

- Access and analyze talent data from the HR Dashboard to inform strategies for developing diverse talent and technical capabilities across the organization.
- Provide guidance to departments, employees, and stakeholders on Bernalillo County rules, policies, and procedures to ensure compliance and consistency.
- Serve as a liaison to departments on employee relations matters, including equal employment opportunity, grievances, employee assistance, and labor relations.
- Recommend and assist with the implementation of strategic HR goals and policy modifications in alignment with county objectives.
- Ensure the County attracts, develops, and retains high-quality talent to support organizational growth and strategic direction.
- Identify and implement best practices to align and collaborate with Human Resources team members, ensuring high service standards.
- Oversee employee performance management processes to ensure timely completion; provide direction and coordinate training as needed.
- Maintain confidential personnel records in accordance with applicable rules and regulations.
- Compile, organize, and analyze HR data to make recommendations related to turnover, employee well-being, and other workforce metrics.
- Advise management on the application of federal and state laws, county policies, procedures, and collective bargaining agreements.
- Develop and present reports, including analyses and actionable recommendations.
- Coordinate, develop, and maintain documentation of standard HR processes and procedures.
- Perform other job-related duties or lead special projects as assigned.
- Handle sensitive and/or confidential records, plans, and decisions, maintaining appropriate confidentiality.
- *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

- Requires a Bachelor’s Degree in Human Resources, Business Administration, Public Administration, or a related field.
- Four (4) years of related work experience in a human resources-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, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine, and 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.