Human Resources
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Human Resources Business Partner Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM223	**Human Resources**	**Human Resources Business Partner Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The HR Business Partner Supervisor will manage professional and technical HR strategic activities while being responsible for mentoring and supervising Bernalillo County (BernCo) Human Resources Business Partners. This classi■cation will collaborate with senior leaders and all of HR to advance business strategies, build organizational capability, and overall employee well- being and engagement.

Job Description

DUTIES AND RESPONSIBILITIES

- Provide direct supervision, mentorship, and coaching to the Human Resources Business Partner (HRBP) team to promote a collaborative, high-performing, and supportive team environment.
- Translate organizational goals into actionable team objectives. Ensure team activities are aligned with County HR strategies, operational needs, and workforce development priorities.
- Assign, prioritize, and monitor day-to-day responsibilities of the HRBP team, ensuring timely and effective support for County departments and stakeholders.
- Conduct regular performance evaluations, set individual and team goals, provide feedback, and initiate improvement plans as needed.
- Ensure consistent application and interpretation of County HR policies, practices, and procedures; support implementation of changes and continuous process improvements.

- Facilitate collaboration with specialized HR functions (e.g., Talent Acquisition, Compensation, Benefits, Learning & Development) to deliver comprehensive HR solutions.
- Monitor and ensure compliance with federal, state, and local laws, as well as County rules, policies, and union agreements; guide staff on proper protocol and best practices.
- Guide the team in using HR analytics to assess trends, identify issues, and shape proactive HR interventions.
- Oversee development and maintenance of standardized procedures, documentation, and records in accordance with County guidelines.
- Identify training needs for the HRBP team and County departments; coordinate or deliver learning opportunities as needed.
- Lead or support special HR initiatives, strategic projects, and data reporting efforts, ensuring actionable insights and outcomes.
- Ensure the HRBP team maintains confidentiality of sensitive information and demonstrates the highest level of professionalism and ethical standards.
- Encourage innovation, feedback, and continuous improvement within the team to enhance service delivery and support County objectives.
- Perform other classification-related duties as required. The specific allocation of duties depends on the amount of time spent performing each function.
- *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.
- Three (3) years of related work experience in a human resource field.
- One (1) year of supervisory experience.

*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

- Most 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.
- 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.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- May be required to drive a county vehicle in the course of duty.