Human Resources
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Human Resources Senior Manager

JOB CODE	JOB FAMILY	PROFILE
JCM515	**Human Resources**	**Human Resources Senior Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**September 21, 2026**

The Human Resources Senior Manager leads and manages one or more functional areas within Human Resources, which may include classification and compensation, benefits, performance management, labor relations, employee relations, talent management, workforce planning, recruitment, training and development, and succession planning. Provides strategic and service-oriented leadership to directors, supervisors, employees, labor unions, and other stakeholders. Supervises staff through hiring, training, performance assessment, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

EMPLOYEE & LABOR RELATIONS

- Develops and recommends labor relations strategies consistent with County HR policies and budget.
- Serves as a key leader in collective bargaining negotiations.
- Oversees contract administration and consistent interpretation of CBAs.
- Establishes processes to review and resolve grievances and disputes.
- Provides internal consulting on labor and employee relations matters.
- Designs and manages fair and defensible investigation processes.

- Delivers labor and employee relations training and communications.
- Stays current on labor law trends and best practices.
- Conducts research to support negotiations and labor-related decisions.
- Represents the County in arbitrations and labor board hearings.
- Develops employee relations strategies and engagement programs.
- Partners with Benefits staff to coordinate health and welfare initiatives with an employee relations lens.

TALENT MANAGEMENT

- Develops and oversees talent acquisition strategies aligned with the County’s HR philosophy.
- Designs modern recruitment processes to attract qualified candidates.
- Implements innovative sourcing strategies, including social media.
- Manages recruitment, selection, and onboarding systems.
- Develops and promotes employer branding.
- Organizes and evaluates job fairs and career events.
- Oversees pre-employment screening and testing.
- Builds the County’s reputation as an employer of choice.
- Uses metrics to assess the effectiveness of talent acquisition efforts.
- Provides internal consulting on talent management strategies.
- Leads countywide workforce planning in collaboration with department leaders.
- Develops and oversees succession planning programs.
- Conducts training needs assessments across the organization.
- Implements training and development programs aligned with workforce planning goals.

TOTAL REWARDS

- Develops, recommends, implements, and oversees the County's classification and compensation programs and policies.
- Ensures programs align with County policies, HR guidelines, and collective bargaining agreements (CBAs).
- Oversees the determination of FLSA status for positions.
- Provides guidance on job design, classification, and compensation practices to ensure equity and fairness.
- Directs classification studies and reclassification decisions.
- Designs and delivers communication and training related to classification and compensation.

- Oversees salary surveys and monitors market competitiveness.
- Develops, implements, and manages the County’s benefits and wellness programs.
- Coordinates annual benefits enrollment, including communications and training.
- Develops and manages a performance management program in partnership with County leadership.
- Trains and develops HR staff to improve performance and service delivery.
- Manages functional area budgets.
- *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.
- Ten (10) years of related work experience in human resources administration.
- Four (4) 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

- Duties are primarily performed indoors in a climate-controlled environment.
- Work occurs on flat, dry, carpeted or tiled surfaces and may involve using stairs.
- Works independently most of the time, with occasional collaboration in group or team settings.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various forms of paperwork and documentation as part of essential job functions.