Human Resources
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Human Resources Senior Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP315	**Human Resources**	**Human Resources Senior Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The Human Resources Senior Specialist performs professional and technical human resources activities for large, complex departments in coordination with the Bernalillo County Human Resources Department. This position oversees and coordinates daily human resources activities, including recruitment, posting requisitions for budgeted vacant positions, job fairs, application screening, referral of applicants to appropriate supervisors, and processing documents related to staffing, benefits, and employment matters. The Senior Specialist serves as the department liaison with the Human Resources Department on employee relations issues, including equal employment opportunity, grievance matters, employee assistance, and labor relations. May supervise assigned staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee and coordinate daily human resources activities, including but not limited to recruitment, posting requisitions for budgeted vacant positions, job fairs, application screening, referral of applications to appropriate supervisors, and processing of documents related to staffing, benefits, and employment matters.
- Serve as the department liaison with the Human Resources Department on employee relations issues, including equal employment opportunity, grievances, employee assistance, and labor relations.
- Coordinate the day-to-day activities of personnel involved in the employment process and ensure adherence to internal policies and procedures.

- Assist in coordinating departmental timekeeping activities and other payroll-related functions; work with department timekeepers and the County's central payroll section.
- Recommend and assist with implementing department goals and objectives; implement modifications to policies and procedures as assigned.
- Coordinate employee evaluation processes and procedures to ensure timely completion; help guide employees experiencing difficulty with assigned job duties and responsibilities; coordinate and schedule training as needed.
- Assist in identifying potential classification and compensation issues.
- Maintain confidential departmental personnel records in accordance with established rules and regulations; develop reports on new or ongoing programs and their effectiveness.
- Compile, organize, and analyze data to make recommendations on departmental personnel transactions.
- Advise and guide management on the proper administration of County Rules and Regulations, procedures, policies, and union contract compliance to support the resolution of employee issues.
- Conduct individual audits as assigned.
- Assist in updating salary forecast reports and verifying personnel expenditures for budget preparation.
- Develop reports as requested, perform analyses, and make recommendations.
- Respond to inquiries from employees and department directors regarding personnel rules and procedures.
- Respond to written and verbal inquiries about employment opportunities, application procedures, and related matters.
- Schedule and attend meetings concerning human resources-related issues.
- Perform other job-related duties as required or 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.
- Five (5) years of related work experience with hiring practices, recruitment, selection and retention, training, and employee utilization or records management.

*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

- A 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.