Human Resources
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Job Rotation Trainee

JOB CODE	JOB FAMILY	PROFILE
JCV129	**Human Resources**	**Job Rotation Trainee**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**October 14, 2026**

The Job Rotation Trainee participates and performs a wide range of short-term job rotational duties. The job rotation assignments will be lateral and are not considered a promotional advancement. The Job Rotation Trainee will learn and gain practical experience in an administrative, professional, or vocational field based on the position availability as well as the incumbent's skills, knowledge, and abilities for a one (1) year period.

Job Description

DUTIES AND RESPONSIBILITIES

- Learns and performs assigned duties, under direction of experienced personnel, to gain knowledge and experience required to be prepared for opportunities to become a permanent employee of the county or community employer.
- Performs job functions within a variety of administrative, vocational, and professional work environments to enhance skills, knowledge, and abilities.
- Participates in training and growth development for career interests and goals.
- Performs job functions and obtains operational knowledge on county policies, processes and practices that affect each phase of county business.
- Attends assigned training and workshops for continued growth and education within the job rotation experience.
- Job Rotation Trainees may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.

- *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 High School Diploma or GED.

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.
- As a condition of employment, participants will be evaluated during the year-long program and must maintain a level of performance as established by the job rotation program.

WORKING CONDITIONS

- Essential duties may be performed indoors or outdoors.
- Duties may be performed in a temperature-controlled environment.
- May be required to work flexible hours (weekends and nights).
- Duties may be performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- For the Open Space Departments, essential duties may be performed indoors or outdoors in a variety of weather conditions.
- May work alone both with and without direction from supervisor or with a team of individuals.
- May be subject to potential exposure to hostile environment.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

- OPEN SPACE - Equipment typically used in the performance of duties can include but are not limited to shovels, hoes, rakes, pitchforks, pruning shears, and assorted hand tools used in the care and maintenance of growing spaces. Gloves, boots, and eye protection are utilized in performance of essential duties.