

Job Title:	Grade:	Objectives Summary:
HR Administrator	FF	Employees in this classification effectively perform basic HR principles, procedures, and techniques. Applies knowledge to perform work of basic HR professional complexity.
Direct Reports To:		Indirect Reports To:
Deputy Director of Human Resources Director of Human Resources		District Defender Executive Management
Internal Interactions:		External Interactions:
All LOPD employees, including but not limited to: Executive Management Managing Attorney Managers/Supervisors District Defenders Union Stewards		Department of Finance and Administration DoIT General Services Division Union/AFSCME Officials and Representatives State, County, and City governments Others as needed or required
Authorities:		Location:
New Mexico Administrative Code LOPD policies and procedures Collective Bargaining Agreement (CBA) Labor Laws OSHA		Travel may be required. Work location may vary by court, or office location depending on caseload. Primary Location: Assigned office or designated work location– Santa Fe, NM unless agreed to otherwise.
Essential Functions:		
<p>The Human Resource Administrator provides complex services functioning as a key resource person through:</p> <ul style="list-style-type: none"> • Performs professional level work related to benefits, classification, compensation, human resource management and other human resource related issues: • Assignments are typically under the guidance and advice from more experienced HR Team members. • May also work independently upon proven/demonstrated performance of HR procedures and assigned tasks. • Conducting independent examination, processing and reconciliation of data; • Will typically have joint responsibilities as an HR Team member with Senior HR Administrators, Deputy and Director of HR, for team/project outcomes. • Works in support of or as a primary administrator of an assigned customer group or project. • Process FMLA, and ADA, to include interactive meetings. • Process and audit SHARE entries, payroll, timesheets, new hires, terminations, and 		

transfers.

- Process and audit PERA transactions for new hires, current employees and retirees.
- Process and audit disability and workers comp claims through the New Mexico General Services Division.
- Process payroll transactions through the New Mexico Department of Financial Administration.
- Produce and facilitate HR related training.
- Performs related and other duties as assigned

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Note: An Employee within this classification is required to perform at an FF level or duties of a lower grade/classification without additional compensation.

Competencies:

- Problem solving/analysis
- Management of time and priority setting
- Attention to detail
- Emotional stability
- Respectful and professional
- Communication proficiency
- Initiative
- Personal effectiveness/credibility
- Legal acumen
- Presentation skills
- Technical aptitude
- Organizational skills
- Work ethic
- Client orientation
- Results orientation
- Flexibility

Minimum Qualifications:

Bachelor's degree in Human Resources, Business Administration or relevant field or four (4) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration and/or occupational analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

ADA Components:	
Seeing: Frequent Standing: Occasional Walking: Occasional Talking: Frequent Driving: Frequent Cognitive Thinking: Frequent Hearing: Frequent	Reaching: Occasional Kneeling: Occasional Stooping Motions: Rare Lifting: Occasional Floor to waist (files, boxes, evidence) Pulling: Occasional Interacting with others: Frequent Communicating (Oral, written, typing): Frequent ***Physical Demands**** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Desired Education and Experience for Full Performance	
Bachelor's degree in Human Resources, Business Administration and four (4) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration and/or occupational analysis. Preference may be given to multilingual applicants fluent in English and other languages.	
FLSA Status: Non-exempt	<u>Bargaining Unit:</u> Not Covered
Declaration: Based upon my review of the qualifications and requirements for this position, I can perform these duties.	
Applicant/Employee Signature:	Date:
Manager/Supervisor Signature:	Date:
HR Representative Signature:	Date:

Established: 08/27/2018

Revised: 09/23/2021