



## Job Description

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<b>TITLE:</b> Deputy HR Officer	<b>JOB CODE:</b> 2115
<b>DEPARTMENT:</b> Human Resources	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> June 21, 2023	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under limited supervision of the Chief Human Resources Officer, the Deputy HR Officer maximizes the effectiveness of day-to-day HR operations and drives results that support the attraction, development, and compliance that align with the core values and mission statement. The Deputy HR Officer shall have knowledge and leadership across a broad range of HR disciplines to include recruitment, employee relations, performance management, training and development, employment laws, and employee benefits and compensation programs. Provide support to the Chief HR Officer and executive management in developing, implementing, and evaluating human resources policies, programs, and activities. Understand business goals, long term strategic plans and day-to-day operational issues.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manage assigned staff; prioritize and assign tasks and projects; discipline, train and evaluate staff; counsel, coach and instruct employees; develop staff skills and evaluate performance.
- Organize and supervise the daily operations of the department; assign work and projects, and review progress; serve as administrator in his or her absence.
- Prepare special and recurring reports; recommend and implement changes to existing policies and procedures.
- Manage the employee benefits program which include group health insurance plan, employee assistance program, supplemental benefits, and retirement.
- Evaluate and prepare reports on benefits experience for cost-control and risk assessment; recommends and monitors budget allocations for employee benefits program.
- Prepare and submit government-mandated reports, audits benefit plans for compliance with government regulations.
- Oversee the transfer of data to external vendors, plan providers, auditors, and consultants.
- Serve as the County's HIPAA Privacy Officer; educate staff on HIPAA rules in order to protect employee private health information.
- Oversee, analyze, and coordinate salary surveys and market salary analysis to maintain the competitiveness and equity for the County; prepare analysis to value positions as requested.
- Manage the unemployment claims process, including preparing documents, coordinating unemployment hearings; reconcile unemployment invoices; research claims and/or invoice discrepancies.
- Receive harassment complaints; investigate and prepare report of findings; assist with resolution.
- Serve as an employee advocate; may investigate employee issues and recommend steps to maintain harmony among workers; assist in resolving employee complaints and grievances.
- Research and respond to employee policy and procedure questions to improve interpretation, efficiency, and effectiveness.
- Provide support and guidance to management regarding employment issues; assist managers and supervisors in the hiring process and in the progressive discipline policy and procedures; assist managers in conducting and documenting employee disciplinary actions.
- Oversee recruitment to ensure fair and compliant process; assist departments with interviews upon request; assist managers with the proper employee placement within the organization as needed.

## **Job Description**

### Deputy HR Officer

- Oversee training and development program and compliance training for onboarding, annually, and as needed to all County employees.
- Oversee all SJC job descriptions for accuracy and adherence to policies and government procedures.
- Assist with strategic planning and maintains the HR strategic plan on an annual basis; assist with annual budget preparation/allocation and reports.
- Perform other related duties as assigned.

#### **Required Knowledge and Skills:**

- Knowledge of applicable federal, state, and local laws and regulations governing human resources.
- Knowledge of principles and practices of group health insurance plans and compensation administration.
- Knowledge of budgets, contracts, and financial reporting.
- Knowledge of County personnel policies and procedures.
- Knowledge of the principles, methods and practices of management and supervision.
- Knowledge of the principles and practices related to recruiting and selection, employee relations, employee benefits, classification and compensation, training, and personnel files and administration.
- Knowledge of the principles and practices of employee training and development.
- Knowledge of organization, management and supervisory principles, practices, and methods.
- Skill in administering HIPAA privacy regulations.
- Skill in planning and implementing benefits and compensation programs.
- Skill in effectively managing, leading, and delegating work and projects.
- Skill in interpreting and applying relevant federal, state, and local laws, ordinances and regulations.
- Skill in planning and implementing policies and procedures.
- Skill in effectively negotiating, mediating, and resolving human relations matters.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

#### **Education and Experience**

- Bachelor's degree in business administration or closely related field and three (3) years of professional human resources experience; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- Demonstrated experience in benefits and compensation programs, preferred.
- PHR or SPHR professional certification preferred. Public sector experience is a plus.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports; may be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

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- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_