



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HUMAN RESOURCES, TRAINING, & LABOR RELATIONS SPECIALIST, ALL OTHER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
HR, Training, & Labor Rel Spec-B	C1079B	55	
HR, Training, & Labor Rel Spec-O	C1079O	60	
HR, Training, & Labor Rel Spec-A	C1079A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Employees in this classification help organizations effectively use employee skills, provide training and development opportunities to improve those skills, and increase employees' satisfaction with their jobs and working conditions.

#### Nature of Work

Every organization wants to attract, motivate, and retain the most qualified employees and match them to jobs for which they are best suited. Human resources, training, and labor relations managers and specialists provide this connection. In the past, these workers performed the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resources workers manage these tasks, but, increasingly, they consult with top executives regarding strategic planning. They have moved from behind-the-scenes staff work to leading the company in suggesting and changing policies.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Provides a variety of routine activities in support of human resources, training, and labor relations.

#### Recommended Education and Experience for Full Performance

Associate's Degree in Human Resources or Business Administration and four (4) years of experience as a human resource generalist; involving interviewing, compensation and benefits administration, training, labor relations and/or occupational analysis.

#### Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in office administration and/or human resources.

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### Operational

- Independently works on benefits, classification, compensation, human resource management, training, labor relations and other human resource related issues.
- Demonstrates independent performance of all activities with considerable latitude to plan and organize daily work within established procedures.
- Responsible for management support service activities, not for a program activity.

### Recommended Education and Experience for Full Performance\*

Bachelor's Degree in Human Resources, Business Administration and two (2) years of experience in human resource operations; recruitment and selection, payroll, compensation and benefits administration and/or occupational analysis.

### Minimum Qualifications

Associates Degree in Human Resources, Business Administration and two (2) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, training, labor relations, investigations 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.

### Advanced

- Provides advanced and complex services functioning as the key resource person.
- Responsible for overseeing complex management programs.
- Requires independent examination, processing and reconciliation of data.
- Involves independent performance of all activities with considerable latitude to plan and organize daily work within established procedures.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in Human Resources, Business Administration or Public Administration and four (4) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration and/or occupational analysis.

### Minimum Qualifications

Bachelor's Degree in Human Resources, Business Administration and two (2) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, training, labor relations, investigations 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 six (6) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training

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effects.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

### Skills

**Speaking** — Talking to others to convey information effectively.

**Instructing** — Teaching others how to do something.

**Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

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**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 7/27/2015 (Min quals: added Labor Relations);  
10/15/2015 (Min Quals: Replaced "GED" with "Equivalency")

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*