



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

STATE PERSONNEL OFFICE HUMAN RESOURCES DIVISION DIRECTOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
SPO HR Division Director	X60378	90	

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

Purpose of Position

To direct a statewide human capital management program(s) with statewide coverage within the classified service under the State Personnel Office (SPO) Agency Services Model.

Nature of Work

Incumbents direct a major SPO division of a comprehensive human resources management, labor relations, development, or training program responsible for statewide application of human resources management policies and procedures within applicable state and federal laws, State Personnel Board Rules (SPB) and regulations.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Directs a SPO division responsible for statewide policy/program development, administration and maintenance of human resources program(s) to include planning, evaluation, leadership and direction; provides employee management and supervision.
- Provides professional and strategic direction and consultative services to state agencies including facilitating meetings with regard to human resources, labor relations and training.
- Identifies policy issues; develop options and make recommendations to the State Personnel Director (Director), State Personnel Board, Office of the Governor, Cabinet Secretaries/Agency Heads and the Legislature.
- Develop and implement goals for strategic direction within area of responsibility.
- Leads major Human Resources projects and initiatives with state agencies, interested parties and internal staff.
- Manage, monitors and resolves issues within service area projects and activities to ensure objectives are being achieved and completed on schedule.
- Assist the Director with projects and assignments of priority; ensures completion of assignments directly or through staff with little oversight in an effective and timely manner.
- Works with cabinet secretaries, agency heads, senior agency management and agency human resource staff to appropriately resolve agency issues.
- Responsible for development and providing training or disseminating information on topics relevant to any one of the SPO service areas.

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- Represents the SPO on behalf of the Director with agencies regarding its interaction with senior agency management, other executives and legislative branch officials as well as the public.
- Consults and confers with cabinet secretaries, agency heads, senior agency management and agency human resource staff related to human resources policies and practices to include but not limited to: recruitment, reorganization, compensation/classification actions, discipline, payroll/benefits and collective bargaining agreement matters.
- Builds collaborative working relationship with cabinet secretaries, agency heads, senior agency management and agency human resource staff.
- Conducts best practices research in the field of their designated programs and develops plans for the design and implementation of changes that will enhance effectiveness.
- Responds to questions, complaints, and requests for information on topics relevant to the specific SPO service area from the public and at all levels in state government.
- Provides information to the public and constituents at the request of the Director.
- Monitors state and federal laws including making recommendations to the Director to change State Personnel Board Rules and Regulations to ensure compliance.
- Provides interpretations and assistance to all levels in state government and the public as well as monitoring compliance of state agencies with State Personnel Board policies and procedures.

Recommended Education and Experience for Full Performance

A Master's Degree with a major in Human Resources Management, Public Administration, Political Science, Organizational Development, Organizational Design, Finance, Economics or related field from an accredited college or university and eight (8) years of responsible professional level experience in human resource management, labor relations, staff development or training, two (2) years of which must have been administrative or supervisory level experience in human resource management, labor relations, staff development or training. Any combination of education from an accredited college or university described above and/or responsible professional level experience in human resource management, labor relations, staff development or training totaling fourteen (14) years may substitute for the required education and experience. SPHR/PRH certification required.

Minimum Qualifications

A Bachelor's Degree with a major in Human Resources Management, Public Administration, Political Science, Organizational Development, Organizational Design, Finance, Economics or related field from an accredited college or university and seven (7) years of responsible professional level experience in human resource management, labor relations, staff development or training, two (2) years of which must have been administrative or supervisory level experience in human resource management, labor relations, staff development or training.

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

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

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personnel information systems.

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.

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.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

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.

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 effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

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.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

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

Speaking — Talking to others to convey information effectively.

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.

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

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

Negotiation — Bringing others together and trying to reconcile differences.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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: Exempt.

Bargaining Unit: Not Represented

Developed: 07/27/2012

Revised:

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.