

NEW MEXICO STATE GOVERNMENT RAPID HIRE EVENT

SANTA FE

COVID SAFE PRACTICES: WE ARE TAKING THE
UTMOST CAUTION TO PROTECT OUR COMMUNITY
FROM COVID-19 AND ABIDING BY ALL LOCAL, STATE
AND FEDERAL LAWS.



 **JANUARY 2022**
6, 7, 11 AND 12
2-7 PM

 **WILLIE ORTIZ BUILDING**
2600 CERRILLOS
SANTA FE, NM 87505

EVENT SCHEDULE

- JAN 6: FINANCE POSITIONS
- JAN 7: HUMAN RESOURCES POSITIONS
- JAN 11: OPEN POSITIONS WITH DEPARTMENTS OF HEALTH AND HUMAN SERVICES
- JAN 12: OPEN POSITIONS WITH DEPARTMENTS OF ENERGY, MINERALS AND NATURAL RESOURCES AND ENVIRONMENT

Virtual interviews will be made available from the New Mexico Workforce Connection in Albuquerque located at 501 Mountain Rd.



ABOUT THE RAPID HIRE EVENT

The State of New Mexico is looking to quickly hire for entry level to upper management positions! A multiple day Rapid Hire event is scheduled for January 6th through the 12th in Santa Fe! During the Rapid Hire event, qualified applicants will be interviewed by the hiring state agency on-site and find out about a job offer **same day or shortly after.**

WHAT TO BRING

- Multiple copies of your updated resume
- Three professional references
- Proof of right to work in the U.S.
- Dress for success
- **Suggested* - Copy of unofficial transcripts for highest level of education achieved

For more information and/or to request accommodations, contact the New Mexico Workforce Connection, Santa Fe office at

505-355-1758

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SANTA FE



- JAN 6: **FINANCE POSITIONS**
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- JAN 7: **HUMAN RESOURCES POSITIONS**
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SOS.STATE.NM.US

**RAPID HIRE FOR
SECRETARY OF STATE**

FINANCE SPECIALIST - ADVANCED

Location: Santa Fe

CHIEF FINANCIAL OFFICER II

Location: Santa Fe

NEWMEXICOCULTURE.ORG

**RAPID HIRE FOR
DEPT. OF CULTURAL AFFAIRS**

ACCOUNTANT AND AUDITOR- OPERATIONAL

Location: Santa Fe

ACCOUNTANT AND AUDITOR- ADVANCED

Location: Santa Fe

ADMINISTRATION/OPERATIONS MANAGER I

Location: Santa Fe

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

FINANCE SPECIALIST - SUPERVISOR

Location: Santa Fe

DOIT.STATE.NM.US

**RAPID HIRE FOR
DEPT. OF INFORMATION TECHNOLOGY**

ADMINISTRATION/OPERATIONS MANAGER I

Location: Santa Fe

NMSTATELANDS.ORG

**RAPID HIRE FOR
STATE LAND OFFICE**

TAX AUDITOR SUPERVISOR

Location: Santa Fe

CHIEF FINANCIAL OFFICER II

Location: Santa Fe

ACCOUNTANT AND AUDITOR- OPERATIONAL

Location: Santa Fe

ACCOUNTANT AND AUDITOR- SUPERVISOR

Location: Santa Fe

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

FINANCIAL COORDINATOR - ADVANCED

Location: Santa Fe

PURCHASING AGENT - OPERATIONAL

Location: Santa Fe

PURCHASING AGENT - ADVANCED

Location: Santa Fe

PURCHASING AGENT - ADVANCED

Location: Santa Fe

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

NMERB.ORG

**RAPID HIRE FOR
DEPARTMENT OF GAME & FISH**

FINANCIAL SPECIALIST, AO - OPERATIONAL

Location: Santa Fe

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

CYFD.ORG

**RAPID HIRE FOR
CHILDREN, YOUTH & FAMILIES DEPT.**

PURCHASING AGENT - ADVANCED

Location: Santa Fe

ACCOUNTANT AND AUDITOR- ADVANCED

Location: Santa Fe

NMAGING.STATE.NM.US

**RAPID HIRE FOR
AGING & LONG-TERM SERVICES**

BUDGET ANALYST - ADVANCED

Location: Santa Fe

HSD.STATE.NM.US

**RAPID HIRE FOR
HUMAN SERVICES DEPARTMENT**

PURCHASING AGENT - ADVANCED

Location: Santa Fe

ACCOUNTANT AND AUDITOR- ADVANCED

Location: Santa Fe

ACCOUNTANT AND AUDITOR- SUPERVISOR

Location: Santa Fe

FINANCIAL SPECIALIST, AO - OPERATIONAL

Location: Santa Fe

FINANCIAL ANALYST - ADVANCED

Location: Santa Fe

ACCOUNTANT AND AUDITOR- ADVANCED

Location: Santa Fe

FINANCIAL SPECIALIST, AO - BASIC

Location: Albuquerque

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

BUDGET ANALYST - ADVANCED

Location: Santa Fe

FINANCIAL COORDINATOR - ADVANCED

Location: Santa Fe

FINANCIAL SPECIALIST, AO - OPERATIONAL

Location: Santa Fe

FINANCIAL SPECIALIST, AO - ADVANCED

Location: Santa Fe

BUDGET ANALYST - ADVANCED

Location: Santa Fe

PURCHASING AGENT - ADVANCED

Location: Santa Fe

ACCOUNTANT AND AUDITOR- ADVANCED

Location: Albuquerque

PURCHASING AGENT - OPERATIONAL

Location: Santa Fe

FINANCIAL ANALYST - ADVANCED

Location: Santa Fe

MANAGEMENT ANALYST - OPERATIONAL

Location: Santa Fe

MANAGEMENT ANALYST - ADVANCED

Location: Santa Fe

PROGRAM COORDINATOR I

Location: Santa Fe

PROGRAM COORDINATOR II - GRANT WRITER

Location: Santa Fe

TAX EXAMINER, COLLECTOR AND REVENUE AGENT - OPERATIONAL

Location: Albuquerque, Santa Fe

HUMAN RESOURCES PROCESS ANALYST

Location: Santa Fe

PURCHASING AGENT - ADVANCED

Location: Albuquerque

PURCHASING AGENT - ADVANCED

Location: Santa Fe

COMPENSATION, BENEFIT, JOB ANALYSIS - ADVANCED**Location: Santa Fe****Minimum Skills, Education, and Experience:**

Bachelor's Degree in Human Resource Management or Business Administration, Personnel Administration and four (4) years of experience in Human Resource administration, compensation and benefits administration and/or job classification. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED**Location: Santa Fe****Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED**Location: Santa Fe****Minimum Skills, Education, and Experience:**

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.

HSD.STATE.NM.US

**RAPID HIRE FOR
HUMAN SERVICES DEPARTMENT**

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED

Location: Santa Fe

Minimum Skills, Education, and Experience:

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.

NMDDPC.COM

**RAPID HIRE FOR
DEVELOPMENTAL DISABILITIES COUNCIL**

ADMINISTRATOR/OPERATIONS MANAGER I

Location: Albuquerque

Minimum Skills, Education, and Experience:

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

NMECED.ORG

**RAPID HIRE FOR
EARLY CHILDHOOD EDUCATION & CARE**

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED

Location: Santa Fe

Minimum Skills, Education, and Experience:

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - BASIC**Location:** Albuquerque, Santa Fe**Minimum Skills, Education, and Experience:**

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

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - OPERATIONAL**Location:** Santa Fe**Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED**Location:** Santa Fe**Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - SUPERVISOR**Location:** Las Cruces**Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - OPERATIONAL**Location: Santa Fe****Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED**Location: Santa Fe****Minimum Skills, Education, and Experience:**

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.

HUMAN RESOURCES, TRAINING & LABOR SPECIALIST - ADVANCED**Location: Santa Fe****Minimum Skills, Education, and Experience:**

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.

GENERAL MANAGER I**Location: Santa Fe****Minimum Skills, Education, and Experience:**

A Master's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.