



THE CITY OF BELEN is accepting applications for:

Human Resources Director

FULL-TIME REGULAR

DEPARTMENT: Human Resources

SUPERVISOR: City Manager

FLSA: Exempt

BARGINING: Non-Bargaining

SALARY: Base Annual Salary \$59,280 - \$70,720 DOE

GENERAL PURPOSE:

Performs Human Resource Department duties, including assisting with the enforcement of city personnel policies and procedures, employee relations, classification, compensation, payroll, recruitment, selection, labor relations, training, technical staff assistance, Tort claims, ADA, EEOC, FLSA, FMLA, OSHA regulations, Safety and Risk Management.

ESSENTIAL DUTIES:

- Follows and enforces personnel policies and procedures as set forth by the City of Belen;
- Formulates and recommends policies and procedures, regulations and practices for carrying out the various personnel programs;
- Consults with and advises management and supervisors to coordinate the various phases of personnel policies, practices, ordinances and resolutions;
- Directs, coordinates and supervises the administration of classification and compensation plan;
- Directs recruitment and selection, fair employment;
- Administers the employee performance rating and orientation programs;
- Administers a system of employee service records and other personnel records, and prepares forms as needed;
- Recommends to management revision and amendments relating to personnel matters;
- Compiles and updates job descriptions for various city departments;
- Conducts special studies, prepares reports and makes recommendations to management;
- Meets with supervisors and employees to resolve grievances;
- Coordinates staff training as necessary;
- Oversees employee benefits;
- Performs excellent customer service to all employees and constituents;
- Attend council meetings as needed
- Performs new hire orientations;
- Performs desk audits;

- Investigates complaints filed by employees and/or citizens;
- Possesses considerable safety issues and worker's compensation knowledge;
- Knowledgeable with required OSHA, worker's comp and safety documentation and records for reporting purposes;
- Works with insurance companies to ensure appropriate claims coverage;
- Consults with experts as needed to ensure compliance;
- Possesses considerable personnel record keeping knowledge;
- Administers the mandatory employee drug testing program;
- Adheres and complies with court orders (garnishments, child support);
- Maintains educational continuity in the legal issues pertaining to Human Resources, Payroll and Risk/Safety fields;
- Travels occasionally;
- Other duties as assigned.

QUALIFICATIONS:

- Bachelors degree in human resources, public or personnel administration, business management or a closely related field, - Preferred
- Five (5) years experience in a human resources capacity or equivalent of experience and training that meets the knowledge, skills and abilities of the position. Any combination equivalent to education and experience that provides the required knowledge
- Good oral and written communication skills
- Supervisory skills a must
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public;
- Ability to work independently and to complete daily activities according to work schedule with minimal supervision.
- Must be computer literate with various softwares knowledge (i.e. Word, Excel, Powerpoint, Publisher, internet, E-mail, etc.)
- Possess a valid New Mexico drivers license.
- Ability to pass drug testing

Application and full position description available at 100 South Main, Belen, NM 87002 or on the City website - <http://www.belen-nm.gov>

APPLICATIONS WILL BE ACCEPTED THRU November 23, 2022

The City of Belen is an Equal Opportunity Employer