



State of New Mexico Classification Description

HUMAN RESOURCE GENERALIST

General Summary

Human Resource (HR) generalists are responsible for managing recruiting, hiring, firing, training, skills development, policy implementation, benefits, payroll, government regulation, legal compliance, and safety. They often mediate and help resolve conflicts and concerns between employees. All HR functions including compensation, recruiting, employee relations, workforce planning, compliance and overseeing are actionable areas in the HR generalist series. One or more of the actionable areas may be considered an ongoing specialty by any level of HR generalist. HR generalists are required to administer agency policies and procedures without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, or veteran status in accordance with state or federal law.

Human Resources Generalist I

Jobcode: RHRG17

Pay Band: BG

FLSA Status: Non-Exempt*

Distinguishing Characteristics

This level of the Human Resource classification series is the entry-level generalist position that supports the work of more senior professional in various sized agencies.

Recommended Education and Experience for Full Performance

Associates degree in any related field and two (2) years of experience in human resource operations; recruitment, selection, payroll, compensation, and benefits administration and/or occupational analysis.

Minimum Qualifications

Associates degree in any related field. Preferred experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, labor relations, investigations, HR related training experience and/or occupational analysis. Substitutions apply.

Essential Duties and Responsibilities**

- Provides basic technical assistance regarding HR functions including payroll and benefits transactions for assigned divisions and facilities.
- Reviews compensation and position actions for assigned programs and facilities. Verifies supporting documentation for actions; communicates with assigned staff regarding required documentation.
- Applies salary recommendations based on established guidelines including relevant job factors, appropriate placement, departmental scope, and the broader agency workforce.
- Maintains both physical and virtual employee records.
- Responsible for recruitment processes including postings, certifying, and processing hire packets.
- Assists in making recommendations on complex management programs and providing guidance based on organizational needs and best practices.
- Provides responsive communication and proactive approach to resolving a range of minor agency HR issues utilizing agency policies, State Personnel Board Rules, regulations, and state/federal statutes.
- May analyze jobs to determine Fair Labor Standards Act (FLSA) designation.
- May serve as a liaison between the State Personnel Office and Department & Finance Administration for position action approvals.
- Performs all activities under the guidance of a more experienced HR professional.

Human Resources Generalist II

Jobcode: RHRG20

Pay Band: BH

FLSA Status: Non-Exempt*

Distinguishing Characteristics

This is the operational level of the Human Resource classification series and provides HR support in various sized agencies.

Recommended Education and Experience for Full Performance

Bachelor's Degree in any related field and one (1) year of experience in human resource operations; recruitment, selection, payroll, compensation, and benefits administration and/or occupational analysis.

Minimum Qualifications

Bachelor's Degree in any field and preferred experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, labor relations, investigations, HR related training experience and/or occupational analysis. Substitutions apply.

Essential Duties and Responsibilities**

- Applies skills and job knowledge at an operations-level to support HR functions.
- Assesses compensation and position actions for assigned programs and facilities. Works with program personnel to provide recommendations on actions including organizational structure and appropriate classification.
- Recommends equitable salary decisions based on relevant job factors, appropriate placement, departmental scope, and the broader agency workforce.
- Provide time entry technical assistance to program staff.
- Monitor active recruitments including corresponding with hiring managers, assisting applicants with questions, and verifying applicant qualifications.
- May submit TLV's, refunds, deductions, and manual warrant requests.
- Processes Family Medical Leave and other specialized leave requests.
- May provide personnel assistance on payroll, benefits, and compensation.
- May conduct investigations into allegations of employee misconduct, employee internal complaints, union grievances to include, but not limited to interviewing witnesses, drafting fact-finding reports, staffing with management, and drafting disciplinary actions.
- May provide support to management for labor relations functions, to include writing and reviewing disciplinary actions, assisting with conducting workplace investigations, tracking union and non-union grievances and triaging employee complaints.
- Functions as a key resource that may adapt procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area HR, making recommendations on complex management programs and providing guidance based on organizational needs and best practices.
- Works with management in assigned programs or facilities on strategic planning, providing analysis and recommendations on agency HR trends and patterns, attending meetings to ensure agency issues are being advanced and accurately reported.
- Provides responsive communication and proactive approach to resolving a wide range of agency HR management issues utilizing agency policies, State Personnel Board Rules and Regulations and state/federal statutes.
- Serves as a liaison between the State Personnel Office and Department & Finance Administration for position action approvals.
- Performs all activities with limited oversight.

Human Resources Generalist III

Jobcode: RHRG23

Pay Band: BI

FLSA Status: Non-Exempt*

Distinguishing Characteristics

This is the advanced level of the Human Resource classification series that supports various sized agencies in an advanced role. This level may work in a team or may serve as the sole HR position in the smallest agencies.

Recommended Education and Experience for Full Performance

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

Minimum Qualifications

Bachelor's Degree in any field and one (1) year of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, labor relations, investigations, HR related training experience and/or occupational analysis. Substitutions apply.

Essential Duties and Responsibilities**

- Provides advanced level personnel assistance to assigned Division(s) and/or Bureau(s).
- Applies full range of specialized skills and job knowledge to support HR functions.
- Addresses all payroll issues and rectifies reporting errors.
- Submits TLV's, refunds, deductions, and manual warrant requests.
- May work with HR Manager or agency management to establish equitable pay plan and provide guidance on salary decisions based on relevant job factors, appropriate placement, departmental scope, and the broader agency workforce.
- May develop policies and procedures: research, develop, refine, and enhance policies for department utilization.
- Process all workers compensation and disability requests.
- Regularly works on tasks that are varied and complex.
- Responsible for anticipating and analyzing the impact and consequences of decisions made.
- Processes Family Medical Leave and other specialized leave requests.
- Independently performs all activities with considerable latitude.

Human Resources Generalist IV

Jobcode: RHRG26

Pay Band: BJ

FLSA Status: Non-Exempt*

Distinguishing Characteristics

This is the senior career level of the Human Resource Generalist classification series. It supports the work of other generalist in various sized agencies or may serve as the sole HR position in smaller agencies.

Recommended Education and Experience for Full Performance

Bachelor's Degree in any field 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 any field and two (2) years of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, labor relations, investigations, HR related training experience and/or occupational analysis. Substitutions apply.

Essential Duties and Responsibilities**

- Serve as agency's key HR professional and perform day-to-day HR duties at a senior level. Provide expert guidance and support in a timely and professional manner to employees and management concerning compensation, classification, and recruitment.
- Develops policies and procedures: research, develop, refine, and enhance policies for department utilization.
- May review and provide guidance over the continual work product of others.
- May assist HR leadership with staffing, recruiting, and departmental budgets.

Statutory Requirements: Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment:

Conditions of employment 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 including.

Working Conditions: 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.

Equal Employment Opportunity: New Mexico is committed to an equitable and inclusive work environment for all candidates and employees and provides equal opportunities without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, or veteran status. New Mexico also provides reasonable medical and religious accommodations to qualified candidates and employees who need them, in accordance with the law.

Established: 10/28/2022

Revised:

** Recommended FLSA status as of the established date of the classification. Per SPO Board rule 1.7.4.14, A. Agencies are responsible for the evaluation of each employee's position and duties in order to determine their overtime status as set forth under the Fair Labor Standards Act. As described FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

***Essential Duties and Responsibilities 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 that are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*