



Human Resource Administrator

Santa Fe, NM

[Full time]

Job Reference #00053064

The New Mexico Office of the Attorney General, Operations Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) Human Resource Administrative II position. An “At Will” position means any state office job or position of employment which is exempt from the service and the “Personnel Act,” Section 10- 9-4 NMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

- The Human Resource Administrator position will provide a variety of routine activities in support of human resources and labor relations. This position will be responsible for processing HR transactions, handling all aspects of recruitment, labor relations, managing position information, work comp, payroll and benefits. This position will also be responsible for managing and creating reports used by the Human Resource division and executive management to assess vacancies and projected budget impacts and ensure compliance with federal, state and local statues and regulations. Experience with grant funded positions and working with PeopleSoft (SHARE), the state’s Human Capital Management (HCM) system is recommended.
- This position would provide support as needed for special projects aimed to meeting the Office of the Attorney General’s mission and vision.

Salary is commensurate with experience. Resume with three professional references must be received at the Office of the Attorney General. This job advertisement will

remain open until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a disability.

Please send resumes to:

The Office of the Attorney General
Attn: Valerie Gallegos, Human Resource Director
E-mail: vgallegos@nmag.gov – (505) 827-6000
P.O. Drawer 1508, Santa Fe, NM 87504-1508