



CITY OF LAS CRUCES
invites applications for the position of:
**Deputy Director of
Human Resources**

An Equal Opportunity Employer

SALARY: \$70,436.18 - \$105,654.27 / Annually

OPENING DATE: 11/17/21

CLOSING DATE: Continuous

NATURE OF WORK:

Provides professional, technical, and analytical Human Resources (HR) expertise to strategic planning and project work for City-wide HR functions and services to meet strategic initiatives and objectives.

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and City of Las Cruces policies.

Work is performed in an office setting. Light physical demands; mostly desk work; frequent use of a personal computer.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT CITY OF LAS CRUCES EMPLOYEES WHO MEET THE MINIMUM REQUIREMENTS.

Meeting or exceeding the minimum qualifications does not guarantee an invitation to participate in the process.

Full-time, regular, exempt position.

This position is a grade AD26.

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and manages daily department operations and functions of assigned staff; analyzes policies, procedures, and operations to assure that processes are current and consistently applied.
- Plans, develops, and implements City-wide systems and programs related to recruitment, testing, selection, classification, compensation, benefits, and mediation; conducts analysis and research on a broad range of assignments; researches and evaluates new practices, techniques, and trends in public sector HR programs; conducts and analyzes salary and benefit surveys; prepares benchmark analyses to determine annual market position; researches, develops, and recommends procedural guidelines for implementing changes in programs and policies.
- Manages assigned staff through appropriate delegation and work supervision; meets regularly with staff to discuss various issues, resolves workload and streamlines processes; reviews work in progress in order to anticipate technical and management problems;

recommends changes to improve the organization's functions and processes; conducts performance evaluations and develops performance goals and objectives; interprets policy, provides leadership, direction, and coaching to employees; provides assistance and training.

- Monitors various projects and budgets; prepares cost estimates; reviews and approves payroll processing; establishes project priorities.
- Researches complex issues and regulations; conducts surveys, analyzes results, identifies alternatives, makes recommendations, prepares and presents various special and recurring reports, proposes solutions, projects consequences of proposed actions, and calculates implementation costs; prepares City Council action forms and other related documentation.
- Consults with departments to analyze, facilitate, and resolve HR related issues; interprets, advises and makes recommendations on HR issues, classification, compensation, and policies and procedures; responds to requests for information and assistance from employees, management, outside agencies, and the public; provides and explains federal and state rules and regulations; collects financial, technical, and administrative information and compiles data for reports; monitors documents for compliance with federal, state, and local rules and regulations.
- Counsels staff on personnel policies, procedures, and processes; interprets and provides advice and assistance regarding technical and various aspects of employment issues; investigates employee complaints; assists with the interpretation and consistent application of City policies, procedures, and programs while exercising the highest degree of confidentiality and professionalism.
- Plans and coordinates recruitment, testing, and selection processes; manages and monitors hiring processes to assure adherence to policies; coordinates interview processes, testing, and selection process; maintains and updates confidential employee personnel files; maintains absolute confidentiality of all work-related matters, personnel records, and information. May manage and oversee employee benefit programs, conduct job analysis and develop and validate test instruments and procedures.
- Delivers training programs related to HR policies and procedures; evaluates training programs and makes recommendations for changes; develops, maintains, and analyzes performance measures related to programs provided; performs research and analysis on special projects and prepares reports and recommendations based on the findings and results as required; assists the Director of Human Resources in policy administration including researching and interpreting regulations, and advising on policy development and implementation.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business or Public Administration, Human Resources, or related field PLUS five (5) years of professional-level HR work related experience in a government environment that has reasonably prepared the applicant to successfully perform the duties and responsibilities of the position, such as those listed above. Three (3) years of qualifying experience is to include supervision of staff. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy. Professional relevant certifications may be preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable Knowledge of: principles, practices, techniques, activities, rules, and regulations related to the operations and functions of the position and services provided to include human resources administration in the public sector, recruiting, testing, labor relations and collective bargaining, classification and compensation systems and methodology; City, State, and Federal laws, statutes, rules, ordinances, codes, and regulations governing HR activities and functions; statistics and statistical theory and methods, and tests and measurement theory and practice; principles of confidential records and file management; principles of organizational analysis and development; principles and practices of effective employee supervision; current principles of record keeping and records management; principles and practices of effective research methods,

data collection, and analysis, customer service, and problem resolution techniques; occupational and environmental safety and health hazards, and safety practices; current methods and standards for preparing effective business correspondence; correct English usage, grammar, composition, spelling, punctuation and vocabulary; business and personal computers and related software applications; City organization, operations, policies, and procedures to effectively perform the required functions and duties of the position.

Ability to: perform a variety of duties and responsibilities and assess and prioritize multiple tasks, projects, and demands to meet deadlines; ensure appropriate levels of customer service to achieve expectations and meet objectives; read, understand, and assure compliance with a variety of policies, procedures, rules, and regulations governing related activities, programs, and functions; research and compile applicable information and maintain accurate records; monitor, control, and maintain confidentiality of information and data; communicate effectively orally and in writing and use interpersonal skills to sufficiently exchange or convey information and receive work direction; firmly and impartially supervise, oversee, lead, and direct the activities of staff; prepare and present accurate and reliable information and reports containing findings and recommendations; review documents and extract relevant information; establish and maintain effective and appropriate working relationships with employees, other agencies, and the public; timely and accurately enter data and update records using various mediums and formats; take initiative and exercise sound independent judgment within established procedural guidelines and carry out primary responsibilities in accordance with all governing regulations, statutes, and procedures to ensure achievement of goals and objectives.

Skills in: reading, understanding, and applying relevant rules, ordinances, codes, regulations, policies, and procedures; analyzing, interpreting, and applying policies and procedures on employment and employee relations; effectively coordinating and managing assigned programs and projects; responding to inquiries timely and within the scope of delegated authority; assessing needs to recommend and implement appropriate systems, procedures, and solutions; using independent judgment and personal initiative; responding appropriately, maintaining objectivity and freedom from prejudice, and exercising sound judgment and understanding in all interactions; effectively working independently, or as a team member, in various environments with changing priorities; effectively resolving operational and personnel problems; effectively and accurately advising department staff on personnel issues; preparing and presenting various reports, documents, forms, and correspondence; researching information, maintaining accurate records, and updating information in various mediums and formats; operating a personal computer with installed generic and specialized software; preparing and presenting information in a clear and concise manner; demonstrating appropriate and effective interpersonal communication and conflict resolution skills; performing highly effective support in assigned areas.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.las-cruces.org>

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact the Human Resources Department at 575-528-3100 / Voice or 575-528-3169/TTY.

Deputy Director of Human Resources Supplemental Questionnaire

- * 1. Are you a current City of Las Cruces employee? (If you fail to include this information under the work experience section of your application, you may be disqualified from the process).
 Yes No

- * 2. Do you have, at a minimum, the required Bachelor's Degree in Business or Public Administration, Human Resources, or related field? (If you fail to include this information under the education section of the application, you may be disqualified from the selection process.)

Yes No

- * 3. I understand and accept that if my response is "YES" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.

 Yes No

- * 4. Position requires, at a minimum, five (5) years of professional-level HR work related experience in a government environment that has reasonably prepared you to successfully perform the duties and responsibilities of the position. Do you meet this requirement? (If you fail to include this information under the Work Experience section of your application, you may be disqualified from the process.)

 Yes No

- * 5. Do you have three (3) years of experience supervising staff? (If you fail to include this information under the Work Experience section of the application, you may be disqualified from the selection process.)

 Yes No

- * Required Question