

DRAFT
LEGISLATIVE COUNCIL SERVICE
Human Resources Specialist/Supervisor¹

INTRODUCTION

The legislative council service (LCS) is the central drafting, legal and policy research agency for the New Mexico legislature. The LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. The LCS is nonpartisan, and much of the agency's work is confidential. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Under general direction. Guidelines include state and federal laws, rules and regulations, agency policies and procedures and accounting manuals.

EXAMPLES OF WORK PERFORMED

The human resources specialist/supervisor oversees the human resources, payroll and certain procurement and accounting functions for the LCS.

Plan, organize, direct, control or coordinate the human resources activities of the LCS, including participation in interviews for vacant positions; making recruitment recommendations; orientation and training of staff; providing assistance to supervisory staff on staff evaluations, assessments and disciplinary matters; maintaining the staff leave information and files; holding a certification as a chief procurement officer; analyzing internal human resources procedures and recommending revisions as needed; working with the financial services manager as needed in coordination of procurement and expenditures to ensure compliance with approved operating budgets; coordinate with the director on the execution of contracts; overseeing the administration of payroll and employee benefits; preparing special reports for management; and communicating and maintaining professional working relationships with other legislative agencies.

DISTINGUISHING CHARACTERISTICS

Individual in this position is responsible for the activities of human resources and payroll. This includes supervision and training of certain staff; independent daily decisions concerning human resources and payroll; recommending revisions for human resources and payroll functions to the director. Incumbent must be able to work under stressful conditions. Will serve as one of at least two chief financial officers.

¹Subject to approval by the New Mexico Legislative Council

Ability to accurately interpret, analyze, summarize and compile financial data; use good judgment in appraising financial situations; apply state laws and regulations to procurement matters where appropriate; prepare reports; comprehend accounting language, software and documents; present comments clearly and concisely; utilize a computer effectively in finance applications, word processing, spreadsheets and other software and effectively manage time and resources; train, supervise, evaluate and mentor professional staff; manage work assignments; communicate effectively both orally and in writing with diverse parties; and maintain effective working relationships with associates and other individuals.

MINIMUM QUALIFICATIONS

Bachelors' degree from an accredited college or university in business, public administration, finance, accounting or related business field. Two years experience in human resources, business office, supervision or state government preferred.

The following areas of knowledge and skills are highly desired or should be developed in a relatively short period of time: supervisory techniques, coaching and conducting performance evaluations; hiring, training, discipline and termination; computer software including financial systems and word processing, spreadsheets; operating budgets; governmental and general accounting principles; model accounting practices; state accounting and budgeting laws, regulations and manuals; methods to collect and analyze financial data; report preparation; management practices and techniques for managing multiple projects including goal setting, establishing time lines, identifying resources and evaluating work products; and Statewide Human Resource, Accounting and Management Reporting System (SHARE).

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands. Travel and additional hours are sometimes required, more so for interim committee staff.

Legislative employees are exempt from the State Personnel Act and from the federal Fair Labor Standards Act. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS director for some of the additional time worked during session.

PHYSICAL REQUIREMENTS

Employees work in a general office setting, some lifting and carrying of files, boxes and computer equipment is common.