

Goold, Scott, WCA

From: Pena-Johnson, Priscilla, WCA
Sent: Thursday, August 25, 2011 7:17 AM
To: WCA-All
Subject: JOB ID: 27088
Importance: High

Job Title: PAYROLL AND BENEFITS ADMINISTRATOR - (Human Resource Training & Labor Specialist - Operational) - (Position #22489) - Workers Compensation Administration
Job ID: 27088

Location: Albuquerque

Full/Part Time: Full-Time

Regular/Temporary:Regular - PERM for State

Salary

The salary range for this position is \$13.30 min - \$23.64 max hourly (Pay Band 60). The salary will be determined based on the applicant's education and experience.

Agency Mission & Description

Mission: To assure the quick and efficient delivery of indemnity and medical benefits to injured workers at a reasonable cost to employers.

Purpose of Position

This position is responsible for independently providing payroll, benefits and other Human Resource related services for the Workers' Compensation Administration.

Educational requirements

A Bachelor's Degree in Human Resources, Business Administration, or Public Administration is required for this position.

EQUIVALENCY: An additional four (4) years experience in Human Resource Management Operations, Payroll and/or Benefit Administration to include two (2) years experience utilizing SHARE Human Capital Management (HCM) may substitute for the required Bachelor's Degree in Human Resources, Business Administration, or Public Administration.

Please enter your education level on the Education and Work experience page of the application even when submitting a resume.

Experience

Four (4) years experience in Human Resource Management Operations, Payroll and/or Benefit Administration to include two (2) years experience utilizing SHARE Human Capital Management (HCM) is required for this position.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Reference check and Driver's License verification are required and employment is conditional pending results.

Supplemental Skills/Abilities

The following are not required for this position, but are preferred:

- Microsoft Office Suite Experience
- Senior Professional in Human Resources (SPHR) certification

Working Environment

Work is performed primarily in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer to include working with computers, faxes, copiers and printers, and phone usage. Sitting/Standing, bending, squatting, climbing, reaching, kneeling and crawling for extended periods of time may be required. Ability to lift up to 25 lbs.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] button.
2. Please apply by: September 7, 2011

3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If you are a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

Agency contact for this position is: Priscilla Pena-Johnson (505) 841-6013.

If you do not receive an e-mail confirmation stating that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at (505) 476-7759, before the closing date of the position you have applied for.