214 South Love Lovington, NM 88260 | 575.396.2884

HUMAN RESOURCE BUSINESS PARTNER

Position Description

Department:	Administrative	**Reports to (title):**	City Manager
Job Code:	N/A	**Supervises:**	None
Pay Grade:	Depending on experience	**Classification:**	Non-exempt
Hours/week:	40 hrs per week	**Effective Date:**	August 15, 2024
Type of Position:	Full-time	**Revised Date:**	June 22, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The HRBP is a dedicated, full-time role responsible for managing core human resources functions for City of Lovington's 140-employee workforce. This position owns the full employee lifecycle from pre-employment processing through offboarding, and serves as the primary custodian of the HRIS. The HRBP works closely with the Finance Department, outside HR consultant and Payroll Clerk but reports directly to City Manager.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

New Hire Processing

- Coordinate pre-employment requirements, including background checks, reference verification, and all documentation.
- Prepare and distribute offer letters, employment agreements, and onboarding packets.
- Conduct or coordinate new hire orientation to ensure employees understand policies, benefits, and expectations.
- Ensure I-9 compliance and timely completion of all required federal and state employment forms.

Terminations & Offboarding

- Process voluntary and involuntary separations in accordance with company policy and applicable law.
- Prepare separation documentation, including termination letters, final pay calculations, and COBRA/benefits continuation notices.
- Coordinate with the Payroll Clerk to ensure accurate final paycheck processing and timing.

Benefits Administration

- Serve as the primary point of contact for employee benefits questions, enrollment, and changes.
- Maintain proper records of plan documents and agreements.
- Administer open enrollment annually - prepare materials, coordinate with carriers.
- Process qualifying life event changes (marriage, birth, loss of coverage, etc.) within required timeframes.
- Maintain accurate benefits elections in the HRIS and reconcile against carrier invoices monthly.
- Liaise with benefits brokers and carriers to resolve claims issues and coverage discrepancies.

HRIS Management & Payroll Data Entry

- Serve as the primary HRIS administrator and maintain the integrity of all employee records.
- Enter and update all employee information in the HRIS including new hires, terminations, compensation changes, job changes, and demographic updates.
- Input all payroll-relevant data into the HRIS prior to each bi-monthly payroll cycle, ensuring accuracy and completeness before submission to the Payroll Clerk.

- Run standard HR reports from the HRIS (headcount, turnover, benefits enrollment, etc.) as requested.

General HR & Compliance

- Maintain employee files (physical and electronic) in compliance with applicable recordkeeping requirements.
- Maintain compliance with public records retention requirements and applicable municipal policies.
- Assist with the development, communication, and maintenance of HR policies and the employee handbook.
- Support management with employee relations matters, performance documentation, and corrective action processes.
- Monitor federal and state employment law changes and advise management on compliance obligations.
- Perform other HR-related duties as assigned by the city manager.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

Required:

- Minimum 2-4 years of HR generalist or HR coordinator experience.
- Demonstrated proficiency with HRIS platforms.
- Working knowledge of federal and state employment laws (FLSA, FMLA, ADA, COBRA, EEO, etc.).
- High degree of accuracy and attention to detail, particularly with data entry and record management.
- Ability to handle sensitive and confidential information with discretion.

Preferred:

- SHRM-CP, PHR, or equivalent HR certification.
- Experience supporting a workforce of 100+ employees.
- Experience with benefits administration and open enrollment coordination.

Education: Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent combination of education and experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Read, write, speak and comprehend the English language.
- Notary commission and ability to obtain and maintain bondability are preferred.
- Extremely detail-oriented
- Must be able to work occasional evenings, weekends, and overtime as needed.
- Must be able to travel, sometimes overnight
- Must be proficient with a computer, including Microsoft Office Suite applications
- Ability to operate standard office equipment
- Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*