

Job Title: HR Generalist I/HR Generalist II (Organizational Development & Training)

Ignite your career with New Mexico Gas Company!

By joining the NMGC family, you can count on a safety-focused work environment, competitive pay and benefits and opportunities for training and personalized development to ignite your career. We embrace diversity and the inclusion of all; our difference, unique perspectives and talents are our strengths and integral to the success of our company.

New Mexico Gas Company is a member of the Emera family of energy companies which also includes Tampa Electric, TECO and Peoples Gas.

Title: HR Generalist I/HR Generalist II (Organizational Development & Training)

Company: New Mexico Gas Company

Location: Wyoming

State and City: New Mexico - Albuquerque

Shift: 8 Hr. X 5 Days

NMGC has an open position for an HR Generalist with a concentration in Organizational Development and Training. The successful candidate will have expertise in improving organizational capacity and effectiveness through related experience in synchronous and asynchronous learning design, development and delivery, large group facilitation, change management practices, career and talent management and development, succession planning, live and written communication design and delivery, performance management consulting, research methods and design, assessment development and statistical analysis. Proficient in MS Office suite. Preferred proficiency in SharePoint and Articulate Storyline. Preferred certifications: ISPI or ATD Certifications.

This position will be open to internal and external applicants and will close on Monday, September 5, 2022.

The HR Generalist I position pays between \$62,200 to \$77,750 and the HR Generalist II position pays between \$71,600 to \$89,500 . Placement in any level is based on skills, experience and education of the successful candidate.

POSITION CONCEPT

Administers one or more areas or programs within human resources, including compensation, benefits, HR information systems, talent management, learning and performance, employee relations, safety and/or compliance programs. Ensures compliance with all company policies, work rules, operating procedures and Safe Work Practices, as well as state and federal laws/regulations.

HR GENERALIST I

PRIMARY DUTIES AND RESPONSIBILITIES

1. Serves as the HR Subject Matter Expert (SME) in one or more areas of Human Resources.
2. Ensures consistent implementation of HR policies and procedures in alignment with corporate HR direction.
3. Researches and responds to team member inquiries and issues.
4. Provides general human resources guidance to team members and performance coaches.
5. Maintains various team member files; ensures team member paperwork is completed accurately and within appropriate time frames.
6. Ensures documentation and processes are in compliance with Company policies and state and federal laws.
7. Gathers information, conducts data analysis, provides data and reports to the organization and supports the development of more complex reports and analysis.
8. May function as lead on small scale HR projects and function as support on medium to large scale HR projects.
9. Supports budget tracking and program administration.
10. Processes routine transactions
11. Participates in internal department cross-training and special projects as necessary.

RELATIONSHIPS

Key Internal: Has frequent interaction with new hires, team members, and performance coaches

Key External: May work with external agencies, consultants, vendors, or legal counsel.

QUALIFICATIONS

Education

Required: High School Diploma

Preferred: Bachelor's degree in Human Resources, Business, or related field.

Licenses/Certifications

Required: Depending upon position and/or geographic location, may be required to possess a valid driver's license and meet the acceptable driving record requirements of the Company.

Preferred: Professional in Human Resources (PHR) or SHRM Certified Practitioner (SHRM – CP), or other HR-related professional certification(s)

Related Experience

Required: At least two years of Human Resources experience

Knowledge/Skills/Abilities (KSA)

Required: Ability to work independently and as part of a team with critical attention to detail and follow through on assignments to completion. Demonstrated ability

to interpret and apply HR laws and company policies. Ability to communicate effectively. Ability to multi-task with competing priorities and meet deadlines with short time frames. Demonstrated ability to problem-solve using analytic skills, innovation, and creativity. Ability to maintain confidentiality of records and information.

HR GENERALIST II

Performs all duties and responsibilities of the level I, in addition to the items listed below.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Leads medium to large scale human resources projects.
2. Researches and responds to non-routine, complex team member inquiries and issues.
3. Gathers information, conducts data analysis, develops, tests, and creates complex reports and analysis.
4. Monitors program effectiveness and quality and makes recommendations for efficiencies and improvements.
5. Drafts HR communications and may make presentations on various HR topics.
6. Provides cross-training to other team members in the department.

RELATIONSHIPS

Key Internal: Has frequent interaction with all levels of team members, performance coaches, and leadership.

Key External: May work with external agencies, consultants, vendors, or legal counsel.

QUALIFICATIONS

Education

Required: Bachelor's degree in Human Resources, Business, or related field.

Preferred: MBA

Licenses/Certifications

Required: Depending upon position and/or geographic location, may be required to possess a valid driver's license and meet the acceptable driving record requirements of the Company.

Preferred: Senior Professional in Human Resources (SPHR), SHRM Senior Certified Practitioner (SHRM – SCP), or other HR-related professional certification(s)

Related Experience

Required: Five years of Human Resources experience, with demonstrated, progressively more complex assignments.

Knowledge/Skills/Abilities (KSA)

Required: Demonstrated ability to lead projects and maintain positive and productive working relationships with various individuals and groups. Ability to anticipate and adapt to changing client needs. Ability to respond effectively to highly

sensitive inquiries or complaints. Demonstrated ability to problem-solve using analytic skills, innovation, creativity, and strategic thinking. Ability to maintain confidentiality of records and information.

WORKING CONDITIONS

Regular travel throughout the state of NM required.

New Mexico Gas Company (NMGC) offers a competitive Benefits package!!

Competitive Salary *401k Savings plan w/ company matching * Pension plan * Paid time off* Paid Holiday time * Medical, Prescription Drug, & Dental Coverage *Tuition Assistance Program * Employee Assistance Program * Wellness Programs and more!

NMGC and its companies serve a role in providing critical services to our community during an emergency. Team members are required to participate in the response/recovery activities related to emergencies/disasters to maintain service to our NMGC customers. Team members are required to work in their normal job duties or other assigned activities. Proper compensation will be made in accordance with the company's rules and procedures.

New Mexico Gas Company, Inc. (NMGC) is proud to be an Equal Opportunity Employer.

NMGC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law, except where physical or mental abilities are a bona fide occupational requirement and the individual is unable to perform the essential functions of the position with reasonable accommodations.

In order to provide equal employment and advancement opportunities for all individuals, employment decisions at NMGC will be based on skills, knowledge, qualifications and abilities.

Pay Transparency Non-Discrimination Statement

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

ADA policy

It is the policy of NMGC to provide reasonable accommodation for all qualified disabled individuals who are employees and applicants for employment, unless it would cause undue hardship. The corporation will adhere to applicable federal and state laws, regulations and guidelines, including, but not limited to the Americans with Disabilities Act (ADA) of 1990 and section 503 and 504 of the Rehabilitation Act of 1970s.

Application accommodations

Applicants may request reasonable accommodation in the application process five business days prior to the time accommodation is needed.

Employment for this position will be contingent upon the successful completion of pre-employment requirements, which include a background screen and drug test. Also, pre-employment physical exams may be required for positions with bona fide job-related physical requirements regardless of disability.