

Job Posting: Human Resources (HR) Manager

Location: Santa Fe, NM

Organization: New Mexico State Investment Council

Position Type: Full-Time, Governor Exempt

Compensation: Salary of \$110,000 - \$135,000 Depending on Experience; State Pension and Health/Dental Benefits

About Us:

The New Mexico State Investment Council (NMSIC) is the second largest sovereign wealth fund organization in the country in terms of total assets under management, but we are a relatively small team of about 30 people. Our main priority is to get the highest risk-adjusted returns for the state and our other beneficiaries, and we provide more than one-quarter of all funding for K-12 education in the state along with more than half of all funding for early childhood programs. State economists project we will grow to become the single largest source of revenue for the state by 2039. We also have a mission to invest a portion of our funds into New Mexico for the dual benefit of financial returns and economic impact. Our team is passionate about uplifting the lives of New Mexico residents through our work.

<https://www.sic.state.nm.us/>

Position Overview:

We are seeking a highly skilled and strategic HR Manager to lead and enhance all aspects of human resources practices and processes. This role is instrumental in shaping and executing HR strategies that align with the NM State Investment Council's mission to become a world-class organization, driving growth and operational excellence. The HR Manager will oversee talent acquisition, employee relations, performance management, training and development, compliance, and workplace culture while ensuring the organization attracts, retains, and nurtures top talent.

As a key advisor to executive leadership, the HR Manager will provide guidance on workforce planning, employee engagement, and HR best practices to foster a dynamic and inclusive work environment. This role requires a forward-thinking leader who can identify and implement innovative HR solutions, streamline processes, and drive continuous improvement in all areas of human resources. The HR Manager will work closely with the SIO Staff & Operations Manager to align HR initiatives with business goals and foster an environment where employees feel valued and motivated to contribute to the organization's success.

Additionally, the HR Manager will play a pivotal role in shaping organizational culture. By promoting a culture of transparency and open communication, the HR Manager will help build trust and collaboration across all levels of the organization. This position will also involve conducting regular workforce analyses,

benchmarking HR policies against industry standards, and recommending strategic adjustments to support the organization's long-term vision.

Key Responsibilities:

- Develop and implement HR policies and procedures in compliance with labor laws and agency guidelines.
- Oversee the full-cycle recruitment process, including sourcing, interviewing, and onboarding new employees.
- Manage employee relations by addressing concerns, conducting investigations, and fostering a positive workplace culture.
- Administer performance management processes, including goal setting, performance reviews, and career development initiatives.
- Lead training and development programs to enhance employee skills and career growth.
- Develop strategies for employee engagement and retention to maintain a motivated workforce.
- Maintain HR records and reports, utilizing HR software for efficiency and accuracy.
- Act as a trusted advisor to management on HR-related matters and best practices.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- At least 5 years of experience as an HR Manager or in a similar HR leadership role.
- Strong knowledge of labor laws, HR policies, and best practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to manage multiple tasks and priorities effectively.
- Experience with HR software and applicant tracking systems.
- High level of confidentiality, professionalism, and ethical standards.
- Certification in HR (e.g., SHRM-CP, PHR) is a plus.
- Passion for public service and community engagement.

What We Offer:

- A competitive salary along with a robust benefits package that supports your financial and personal well-being.
- Comprehensive benefits that include paid holidays, generous paid time off (PTO), healthcare insurance options, access to an Employee Assistance Program (EAP), and a retirement plan to help you secure your future.
- Numerous opportunities for professional development and career advancement, enabling you to enhance your skills and grow within the organization.
- A unique opportunity to contribute meaningfully to the financial future of New Mexico, making a lasting difference in the community and the lives of its residents.

How to Apply:

Interested candidates should submit a resume, cover letter & transcripts to helen.calles@sic.nm.gov
Applications will be accepted until the position is filled.

Join us at NMSIC and help us elevate awareness and understanding of our mission to support the people of New Mexico through effective investment strategies!