

Job Description

Job Title	Principal HR Generalist (OSA #1152)
Job ID	158438
Posting End Date	11/02/2025
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Regular - PERM for State
Agency	State Auditor
Job Posting Type	Continuous Job Opening

For more Job Requirements & Classification Description:

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Salary

\$32.15 - \$48.23 Hourly

\$66,880 - \$100,320 Annually

This position is a Pay Band C9

Posting Details

The New Mexico Office of the State Auditor (OSA) is a constitutionally established executive office with an elected State Auditor. As the state's independent and nonpartisan oversight agency, OSA is responsible for holding local and state government and elected officials accountable.

This posting will be used for ongoing recruitment and may be closed at any time. Applicant lists may be screened more than once.

Why does the job exist?

This position is the sole Human Resource (HR) position for the Office of the State Auditor. This position serves as an HR Generalist in the principal capacity to provide full HR services for the agency.

How does it get done?

Duties of this position include:

- * HR Management functions to include workforce strategy, policy development, etc.
- * Employee Relations
- * Recruitment lifecycle from job advertisement through onboarding
- * Payroll processing and auditing
- * Leave Management to include FMLA, ADA, etc.
- * Additional operational and administrative HR functions
- * Full service HR functions

Who are the customers?

Office of State Auditor employees and constituents

Ideal Candidate

The ideal candidate will have the following experience:

- * HR Generalist or management
- * Strong organizational skills and multi-tasking
- * Working knowledge of employment laws, regulations and statutes
- * Experience working with State of New Mexico SHARE HCM system
- * Knowledge of NM State Personnel Board (SPB) Rules

Minimum Qualification

Bachelor's degree in any related field and three (3) years of experience in human resource operations; recruitment, selection, payroll, compensation, and benefits administration and/or occupational analysis. Any

recruitment, selection, payroll, compensation, and benefits administration and/or occupational analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment.

Working Conditions

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment.

Supplemental Information

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Heather Vigil Clark (505) 365-3300 or Heather.VigilClark@spo.nm.gov. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.

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