

Director of Human Resources, Talent Development, and Talent Evaluation Job Description

Purpose

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.

Why does the job exist?

The Director of Talent Development and Evaluation is responsible for:

- Developing and/or supporting managers to develop clear, consistent, and measurable performance evaluation criteria in line with departmental goals for all employees
- Developing and maintaining evaluation systems that track employee performance and progress against established metrics
- Collaborating with IT to develop and implement an effective data platform to collect, track, and report on employee performance
- Supporting managers to effectively and consistently conduct 1-1 meetings with direct reports, to provide action-oriented feedback for professional development, and to navigate employee disciplinary proceedings when necessary
- Working with staff to identify each employee's professional development needs, and identifying and procuring supports to drive employees' professional development
- Identifying and procuring available supports to drive employees' professional development
- Supporting the Executive Leadership Team to develop and implement a consistent set of expectations for managers across all bureaus
- Designing and facilitating professional development sessions for department managers on effective management in line with the department's goals and its expectations for managers
- Supporting teacher pipeline innovation, including collaboration with a variety of internal and external organizations
- Supervising a team of human resources professionals to effectively administer the agency's Human Resources functions

How does it get done?

Reporting to the Managing Director, the Director of Talent Development and Evaluation serves as a key member of the department's leadership group. This position will play a critical and innovative role at the Public Education Department (PED). Strong collaboration, communication, writing, data analysis, and management skills are required. An ability to complete projects with multiple moving parts while meeting deadlines is also required. The Director of Talent Development and Evaluation will be expected to work collaboratively with peers across bureaus, and also to work independently when necessary to achieve the best results for the PED.

Excellent interpersonal skills and a positive teamwork-oriented and customer service attitude, as well as flexibility and adaptability, are necessary in this fast-paced environment.

Who are the customers?

The Director of Talent Development and Evaluation primarily works in support of internal PED staff to ensure that they have the direction, supports, tools, and professional development opportunities to effectively manage their direct reports to ensure high performance.

Ideal Candidate

The ideal candidate will be flexible and adaptable and have excellent research, writing, data analysis, and interpersonal skills with a customer service, teamwork-oriented attitude. The ideal candidate also will be comfortable and competent with multi-tasking and producing excellent work product in a fast-paced environment. The ideal candidate will have experience as a manager and be steeped in developing effective processes to ensure employees are receiving feedback that supports their ongoing development. The ideal candidate will be an effective project manager and will have experience implementing data-driven performance systems using technology. An MBA or similar experience would be a plus.

Minimum Qualification

Candidates should possess:

- Significant experience managing teams and/or developing systems to support the effective management of teams
- Experience and an interest in designing and implementing systems for performance management and/or employee evaluation
- Experience providing coaching or professional development to employees

Substitution Table

No substitutions. Must possess required experience

Employment Requirements

Must possess/obtain and maintain a valid New Mexico Driver's License.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

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

Agency Contact Information: Please send a cover letter and resume to Allison Briceño, allison.briceno@state.nm.gov

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.