Department Responsibilities

- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
- Career Development- Resources and strategies that effectively help employees strengthen their competencies and manage their career at NMSU.
- Technology, Web and Online Curriculum Development- Online learning modules and tutorials; management and support of web-based, streamed or technology captured learning events; business application updates or new roll-out trainings
- Administration of Training Central, the NMSU training administration system
- Leadership Development- Management essentials for both new and experienced supervisors and managers.
- General Compliance, Policies & Procedures- Workshops on benefit programs offered by NMSU, rights afforded employees under federal and state laws, and Human Resources policies and procedures.

Employment & Compensation Services

Employment Duties:
- Hiring process: 
  - Faculty, Staff, Students, and Temporary Faculty, Exempt & Non-Exempt 
  - Online Job Postings 
  - Hiring Toolkits 
  - Onboarding 
  - Background Checks 
  - Employment Verification 
- New Employee Onboarding 
- Personnel file maintenance 
- Form I-9s 
- Hiring Foreign National Employees

Compensation Duties:
- Reclassifications 
- New Position Requests 
- Modification of Position 
- Position Reporting Changes 
- Additional Compensation 
- Classification Descriptions 
- Compensation Guidelines 
- Market Analysis 
- Reorganizations 
- Position Management Oversight

The Employment & Compensation Team assists departments with navigating the hiring process, interpreting policies and procedures impacting employment transactions and ensuring compliance with federal and state labor laws.

Department Responsibilities:

- Employee & Supervisor Consultations 
- Conflict Resolution 
- Behavioral and performance related issues 
- Policy violations 
- Employee & Labor Relations Grievances/Appeals 
- Employee Disciplinary Action/Improvement Plans 
- Ethics Point Investigations 
- Facilitation/Mediation Assistance 
- Labor Relations 
- Union Contract 
- Labor Management Committee 
- General matters and dispute resolution 
- Faculty 
- Investigations (guidance) & Corrective Action 
- Non-Renewals of contracts/dismissal 
- Layoffs/RIF’s 
- Unemployment Claims 
- Conflict of Interest Reporting 
- Annual Performance Evaluations (Staff) 
- Employee Exit Interviews 
- Transfer Assistance 
- Drug Testing Compliance & Training