NEW MEXICO
Rapid Hire Event
Santa Fe

NEW MEXICO
Higher Education Center
1950 Sirringo Rd
Santa Fe, NM 87505
Tuesday, April 16, 2019
9AM - 3PM

ABOUT THE RAPID HIRE EVENT

There are currently a wide range of open state government positions that need to be filled. A Rapid Hire Event allows the New Mexico State Personnel Office to work closely with state agencies to perform on-site recruitment. Rapid Hire events allow qualified applicants to interview on-site and receive information regarding a job offer the same day or shortly after.

WHAT TO BRING

- Multiple copies of your updated resume
- Three professional references
- Copy of school transcript
- Proof of right to work in the U.S.
- Dress for success

For more information and/or to request accommodations, contact the New Mexico Workforce Connection at 505-827-7434.
CPS Permanency Planning Case Worker
Location: Santa Fe
Pay Band: SD ($16.12 - $25.74 per hour)
Position Type: Full Time

Purpose of the Position:
This position will engage children, parents, and other caregivers in order to coordinate assessments and permanency plans for children in CYFD custody to promote child safety, permanency and well-being.

Minimum Skills, Education, and Experience:
Bachelor’s degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services form an accredited college/university.

Statewide Central Intake Worker
Location: Santa Fe
Pay Band: SD ($16.12 - $25.74 per hour)
Position Type: Full Time

Purpose of the Position:
This position will be responsible to receive, compose, edit and submit reports of allegations of abuse and neglect referrals for children by telephone for all counties on a statewide basis.

Minimum Skills, Education, and Experience:
Bachelor’s degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services form an accredited college/university.

CPS Investigation Case Worker
Location: Santa Fe
Pay Band: SE ($18.30 - $29.22 per hour)
Position Type: Full Time

Purpose of the Position:
This position will investigate child abuse and neglect referrals, assess the risk and safety of the child and take appropriate action, including referring parents and caregivers to safety related services, safety planning with families, preparing cases for transfer to CPS Permanency Planning, and testifying in court.

Minimum Skills, Education, and Experience:
Bachelor’s degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services form an accredited college/university and two (2) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care.
CPS Placement Case Worker
Location: Santa Fe
Pay Band: SD ($16.12 - $25.74 per hour)
Position Type: Full Time

Purpose of the Position:
Incumbent will coordinate and facilitate the placement of children in CYFD custody by studying both relative and non-relative families interested in becoming foster and adoptive families.

Minimum Skills, Education, and Experience:
Bachelor’s degree in Social Work from an accredited college/university and licensure by the New Mexico Board of Social Work Examiners at the LBSW, LMSW, or LISW level of eligibility for such licensure in accordance with NM requirements OR Bachelor’s Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university and (2) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care.

In-Home Service Practitioner
Location: Santa Fe
Pay Band: SE ($18.30 - $29.22 per hour)
Position Type: Full Time

Purpose of the Position:
This position will provide in-home services for Protective Services clients by developing and implementing interventions with children and families receiving voluntary services to reduce risk and promote the safety of children who have experienced or may be at risk of experiencing child maltreatment.

Minimum Skills, Education, and Experience:
Master’s degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredit college/university, two (2) years of any combination of experience including working with communities, working on health or social services related matters, social work/case management experience, behavioral health and/or health care and current Master’s level licenses to practice as a social worker, psychologist, counselor or therapist in New Mexico or licensrue in another state and qualified to sit for the next testing session.
Maintenance & Repair Worker - Operational
Location: Santa Fe
Pay Band: 45 ($10.41 - $18.11 per hour)
Position Type: Full Time

Purpose of the Position:
Perform maintenance tasks related to carpentry, heating and cooling systems, boiler operations, painting, grounds keeping, planting and maintaining vegetation on grounds.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and six (6) months of experience in general buildings and grounds maintenance, custodial duties, construction, plumbing, electrical and/or appliance repair.

Plant and System Operator - Operational
Location: Santa Fe
Pay Band: 55 ($12.87 - $22.39 per hour)
Position Type: Full Time

Purpose of the Position:
This position monitors and performs facilities maintenance, repairs and capital improvements for DCA facilities located in the central NM (Albuquerque) region, including the National Hispanic Cultural Center (NHCC) and Museum of Natural History and Science (MNH&S), and will assist at other facilities as requested by Supervisor and DCA Facilities Manager. The position will be based at NHCC but will work as part of the Albuquerque Team, as directed by supervisor. The position is responsible for ensuring that facility equipment and building systems are functional and maintained, inspected, and that maintenance needs of the structures, building systems, grounds and utilities are recognized, prioritized, and addressed.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and two (2) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Plant and System Operator - Advanced
Location: Santa Fe
Pay Band: 60 ($14.11 - $24.55 per hour)
Position Type: Full Time

Purpose of the Position:
This position oversees and implements facilities maintenance, repairs and capital improvements for DCA facilities located in the central NM (Albuquerque) region, including the National Hispanic Cultural Center (NHCC) and Museum of Natural History and Science (MNH&S), and will provide support to other facilities as requested by supervisor and DCA Facilities Manager. The position is responsible for ensuring that facility equipment and building systems are functional and maintained, inspected and that maintenance needs of the structures, building systems, grounds and utilities are recognized, prioritized, and addressed.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and three (3) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.
Healthcare Surveyor - Operational  
Location: Santa Fe  
Pay Band: 65 ($15.59 - $21.36 per hour)  
Position Type: Full Time  

Position Duties and Responsibilities:  
These positions perform surveys and investigations of nursing homes and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs) facilities to determine their level of compliance with State and Federal regulations.

Minimum Skills, Education, and Experience:  
Associates degree and two (2) years of relevant experience.

Registered Nurse - Advanced  
Location: Roswell  
Pay Band: 80 ($21.97 - $38.21 per hour)  
Position Type: Full Time  

Position Duties and Responsibilities:  
Provide comprehensive nursing care, and counsel and teach special care techniques. Directly involved in the development and implementation of one or more programs, conduct surveys and studies under physician’s direction, provide highly specialized nursing care to patients, provide emergency care and ensures that patients’ health care needs are met, conduct interviews to assess quality of patient care while conducting surveys of health facilities and agencies to determine adequacy of case and patient outcomes.

Minimum Skills, Education, and Experience:  
Associates Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing and three (3) years paid experience as a Registered Nurse.

Staff Manager  
Location: Santa Fe  
Pay Band: 75 ($19.46 - $33.85 per hour)  
Position Type: Full Time  

Position Duties and Responsibilities:  
This position serves as Immunization Registry Staff Manager. Incumbent will manage the programmatic aspects of the New Mexico Statewide Immunization Information System (NMSIIS) and will establish clearly defined policies and procedures for over 500 system users statewide. This position will provide supervision, develop objectives, and organization plans for the NMSIIS team with the goal of improving the delivery of childhood immunization services.

Minimum Skills, Education, and Experience:  
Current license as a Registered Nurse (RN) and three (3) years of paid professional level experience operating within the parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment.
Bus and Truck Mechanics and Diesel Engine Specialist - Operational
Location: Santa Fe
Pay Band: 45 ($10.19 - $17.73 per hour)
Position Type: Full Time

Purpose of the Position:
Performs and operates diagnostics, conducts maintenance, mechanical and electrical repairs on light duty automotive gasoline and heavy-duty diesel equipment.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and six (6) months experience in diagnosing and repair of light and heavy equipment to include gas and diesel engines, hydraulic and electrical system diagnostics and repair, preventative maintenance and automotive skills to include brakes, air systems, transmission and suspension. Some Welding Experience may be required.

Bus and Truck Mechanics and Diesel Engine Specialist - Advanced
Location: Santa Fe
Pay Band: 50 ($11.55 - $15.82 per hour)
Position Type: Full Time

Purpose of the Position:
Plan, and prioritize workload to assure goals are met; may Inspect equipment; diagnose needed repairs and prepare corresponding work orders; make estimates on materials needed; prepare purchase requests; keep records, prepare various reports, inspect tools and equipment used by staff, as well as work areas for compliance with safety regulations; provide in service training; and provide technical assistance to lower end mechanics.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and Post-Secondary Certificates for specialized mechanic training and one (1) year experience and proficiency in diagnosing and repair of light and heavy equipment to include gas and diesel engines, major engine, transmission, drivability, hydraulic and electrical system diagnostics, repair and overhaul of these systems. Experience to include preventative maintenance, brakes, air systems, suspension, ability to diagnose and test sensors utilizing diagnostic equipment, and/or experience in fabrication and welding experience. Management shop and/or lead worker experience may be required. Will require Class A CDL at time of hire.

Engineering Technician I
Location: Santa Fe
Pay Band: EA ($13.13 - $21.01 per hour)
Position Type: Full Time

Purpose of the Position:
Under close supervision, performs a variety of basic office and field technical engineering tasks related to construction plan review, construction inspecting, field laboratory material testing and assisting the public. Gather basic data, perform basic data entry into existing data base, and perform basic field inspections including field sampling and material testing as needed.

Minimum Skills, Education, and Experience:
High School Diploma or equivalent.
Financial Specialist - Operational
Location: Santa Fe
Pay Band: 50 ($11.55 - $20.09 per hour)
Position Type: Full Time

Purpose of the Position:
This position will provide a high level of expertise in accounting, evaluation, and monitoring of vendor payments. Assuring New Mexico Department of Transportation Financial Control Unit and Department of Finance and Administration audit requirements are met upon payment approval. Analyze and make correcting recommendations to the departments financial staff. Perform in depth review of financial data using critical thinking skills in combination with advanced Excel functions.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalency and One (1) year experience in bookkeeping, accounting and/or finance.

Highway Maintenance Worker - Advanced Welder
Location: Santa Fe
Pay Band: 45 ($10.41 - $18.11 per hour)
Position Type: Full Time

Purpose of the Position:
Direct major welding program with responsibility for large welding projects including budget planning.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and one (1) year of experience maintaining roads and operating medium to heavy-duty equipment to include loader, blade, five and ten yard dump truck, self-propelled broom, roller, and/or mower. This position may require Herbicide, Tanker and/or Hazmat endorsement. Will require Class A CDL at time of Hire - Demonstrative Abilities.

Highway Maintenance Worker - Operational Welder
Location: Santa Fe
Pay Band: 40 ($9.45 - $16.45 per hour)
Position Type: Full Time

Purpose of the Position:
Provide support to the Geotechnical Engineering/Exploration Section. To ensure Department of Transportation is in compliance with the American Association of State Highway and Transportation Officials.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and six (6) months of experience maintaining roads and operating medium to heavy-duty equipment to include loader, five and ten yard dump truck, self-propelled broom, roller, and/or mower. Will require Class A CDL at time of Hire - Demonstrative Abilities.
Office Clerk General - Advanced
Location: Santa Fe
Pay Band: 40 ($9.45 - $16.45 per hour)
Position Type: Full Time

Purpose of the Position:
Perform routine clerical tasks, such as sorting and distributing mail, preparing correspondence, making photocopies, stuffing envelopes, or recording inquiries.

Minimum Skills, Education, and Experience:
High School diploma or Equivalent and three (3) months experience in office administration and/or customer service.

Dispatcher II
Location: Las Vegas
Pay Band: 50 ($11.55 - $20.09 per hour)
Position Type: Full Time

Purpose of the Position:
This position is responsible for operating a complex multichannel radio console, computerized telephone and teletype equipment that provides communication to local law enforcement agencies, for answering and assisting emergency and non-emergency calls and directing those calls to appropriate law enforcement personnel. Dispatchers will be paid relative to their total years of experience as a CERTIFIED dispatcher.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalency and one (1) year police and/or emergency dispatch experience.

Bus and Truck Mechanic and Diesel Engine Specialist - Advanced
Location: Santa Fe
Pay Band: 50 ($11.55 - $20.09 per hour)
Position Type: Full Time

Purpose of the Position:
This position is responsible for the daily and/or total operations of service and repair centers which service, and repair centers which service, repair, and rebuild trucks, buses, and diesel powered vehicles and equipment.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalency and Post-Secondary Certificates for specialized mechanic training and one (1) year experience and proficiency in diagnosing and repair of light and heavy equipment to include gas and diesel engines, major engine, transmission, drivability, hydraulic and electrical system diagnostics, repair and overhaul of these systems. Experience to include preventative maintenance, brakes, air systems, suspension. Ability to diagnose and test sensors utilizing diagnostic equipment, and/or experience in fabrication and welding experience. Management shop, and/or lead worker experience may be required.
Child Support Legal Assistant - I
Location: Santa Fe
Pay Band: 60 ($14.11 - $24.55 per hour)
Position Type: Full Time

Purpose of the Position:
Manage a case load assisting families to reach economic self sufficiency through establishment of paternity, collection of support form non-custodial parents, and establishment and enforcement of court ordered child support and medical support obligations.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalent and four (4) years experience in legal research or legal document preparation, accounting, finance or social, health or human service program development or delivery and/or clerical experience in Child Support Office may substitute for education on a month-for-month basis.

Family Assistance Analyst - I
Location: Santa Fe
Pay Band: 60 ($14.11 - $24.55 per hour)
Position Type: Full Time

Purpose of the Position:
Determine clients’ eligibility and facilitate access to an integrated network of multiple public support programs and services that prevent or reduce poverty and assure low-income and disabled individuals participate in the lives of their communities.

Minimum Skills, Education, and Experience:
Process complex eligibility determinations for multiple income support programs and providing employment assistance to a diverse population.
**Bookkeeping, Accounting & Audit - Basic**

*Location: Santa Fe*

*Pay Band: 35 ($8.65 - $15.05 per hour)*

*Position Type: Full Time*

**Purpose of the Position:**
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and posting pertaining to business transactions recorded by other workers.

**Minimum Skills, Education, and Experience:**
High School Diploma or Equivalency.

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**Bookkeeping, Accounting & Audit - Operational**

*Location: Santa Fe*

*Pay Band: 40 ($9.45 - $16.45 per hour)*

*Position Type: Full Time*

**Purpose of the Position:**
Perform a combination of fiscal clerical functions involving responsibility for documents processing, journal/ledger maintenance and preparation of related fiscal reports.

**Minimum Skills, Education, and Experience:**
High School Diploma or Equivalency and three (3) months of work experience in office administration, bookkeeping, accounting and/or auditing.
Tax Examiners, Collectors & Revenue Agent - Basic
Location: Santa Fe
Pay Band: 50 ($11.55 - $20.09 per hour)
Position Type: Full Time

Purpose of the Position:
Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalency plus six (6) semester hours of Accounting (three (3) semester hours of Finance, Auditing, Business Law, and/or a tax related field may substitute for three (3) semester hours of accounting) and two (2) years of experience in bookkeeping, accounting, finance, auditing, collections and/or tax related field.

Tax Examiners, Collectors & Revenue Agent - Operational
Location: Santa Fe
Pay Band: 55 ($12.87 - $22.39 per hour)
Position Type: Full Time

Purpose of the Position:
Responsible for direction of a records management program and related research, personnel training, and fiscal activities.

Minimum Skills, Education, and Experience:
High School Diploma or Equivalency plus six (6) semester hours of Accounting (three (3) semester hours of Finance, Auditing, Business Law, and/or a tax related field may substitute for three (3) semester hours of accounting) and two (2) years of experience in bookkeeping, accounting, finance, auditing, collections and/or tax related field.