

JOB DESCRIPTION:	Executive Director – Compliance & Labor Relations		
DEPARTMENT:	Compliance & Communications		
REPORT TO:	VP – Compliance & Communications		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR	#127000	DATE APPROVED:	30-OCT-2023
CLASSIFICATION:		DATE MODIFIED:	20-NOV-2025

SUMMARY: Provides leadership, direction, and strategic management in the area of employee & labor relations and legal or compliance matters. Serves as consultant on the following areas, which include but are not limited to, dispute resolution/mediation communication and bargaining unit contract negotiation /interpretation. Position is also responsible for providing oversight of university disciplinary process including performance management and provide ongoing development and training for WNMU managers, supervisors and employees.

DUTIES:

1. Oversees the day-to-day management of the office operations, budget and programs.
2. Provides individual and/or group advice, guidance, professional support with respect to interpretation and application of employee relations and associated policies, practices, and procedures.
3. Responds to and coordinates resolution of policy-related inquiries from department constituencies or employees.
4. Conducts employee-related investigations; assists in the review of legal cases as needed.
5. Provides assistance, advice and guidance to employees under the provisions of University policy; provides or coordinates provision of a range of work-related dispute resolution services as required, to include mediation, negotiation, and/or formal arbitration.
6. Responds to Public Records Requests in compliance with the New Mexico Inspection of Public Records Act, NMSA 1978, §§ 14-2-1 et seq. ("IPRA"). Gathers information for legal matters.
7. Interprets and provides advice and guidance regarding the term of the university's collective bargaining agreements to ensure University-wide administrative compliance.
8. Participates in labor negotiations during the collective bargaining process; assists in the development and implementation of collective bargaining parameters, guidelines, and procedures on behalf of the University.
9. Provides direct liaison and assistance as appropriate in the resolution of individual workplace disputes.
10. Reviews and advises as appropriate on employee suspensions, demotions, layoffs, and discharges to ensure compliance with federal and state laws, policies, procedures, and acceptable management practices.
11. Provides guidance on personnel supervisions, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 5 years related experience. Degree or certification in paralegal studies or similar field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge and understanding of federal and state employment and labor laws, regulations, procedures, and standards. Knowledge of administrative, grievance and hearing

procedures and processes. Knowledge of formal and informal dispute resolution methodology, procedures, and techniques. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Program planning and implementation skills. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Excellent communication and professional leadership skills. Investigative and problem-solving skills. Employee development and performance management skills. Ability to design and implement systems necessary to collect, maintain, and analyze data. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to develop and present educational programs and/or workshops.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)