



Rapid Hire Position Listing

February 28, 2025, 2:00p.m. to 5:00p.m.
501 Mountain Rd. NE, Albq. NM 87102

Mission

Our mission is to protect and restore the environment and to foster a healthy and prosperous New Mexico for present and future generations.

Vision

To foster a thriving and trusted, nationally leading organization known for protecting the public health and the environment through its dedicated public servants.

We implement our mission guided by four tenets:

Science

Using the best available science to inform our decision-making in protecting public health and the environment.

Innovation

Employing creative engineering and technological solutions to address environmental challenges.

Collaboration

Engaging communities and interested stakeholders in environmental decision-making outcomes.

Compliance

Ensuring meaningful compliance with state regulations and permits; leveling the playing field through enforcement

Visit us at:
env.nm.gov

A Message from Cabinet Secretary James Kenney

Thank you for considering a career with the New Mexico Environment Department (NMED). Whether you're an experienced professional or just beginning your journey in public service, I want you to know that you are valued here—your skills, your passion, and your commitment to making a difference in our communities.

At NMED, we have a critical mission and the work is vital. It means ensuring access to clean air and water, safeguarding our natural resources, and supporting businesses and communities in sustainable growth. How we do that touches nearly every discipline, from monitoring radiation, to protecting our air, to managing our financial resources effectively.

It's a big job, but it's a rewarding one and we can't do it without dedicated people like you.

Joining NMED means becoming part of a team that supports and uplifts one another. I know that choosing where to work is a deeply personal decision, and I want to assure you that if you join us, you will be entering a workplace that values collaboration, professional growth, and wellness. We don't just talk about fostering a positive work environment—we live it.

New Mexico is a state of breathtaking beauty, rich culture, and strong communities. If you're looking for **a career where your contributions are valued, your growth is supported, and your work truly makes a difference**, I invite you to join us at NMED.

We need passionate, talented individuals who care about protecting our environment, strengthening our communities, and shaping a healthier future for our state. If that sounds like you, I encourage you to take the next step.

I hope to welcome you to our team soon.

With gratitude,



James Kenney
Cabinet Secretary
New Mexico Environment Department

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10117520 Water Protection Division Mgt Analyst III Pay Band: 65
10117518 Administrative Services Division
Workforce Support Analyst(s)

This position is responsible for supporting workforce functions within the assigned work unit, ensuring compliance with all relevant policies, procedures, and regulations while fostering a positive and productive work environment. Key responsibilities include coordinating recruitment and hiring processes, ensuring accuracy in job postings, facilitating hiring committees, and engaging in outreach activities to attract competitive candidates. The role facilitates HR transactions, including position maintenance, reclassification, and workforce planning in collaboration with management. Additionally, the position assists with employee onboarding and training, ensuring compliance with required training programs and proactively addressing completion gaps. Document and records management is a critical function, involving the maintenance of organizational charts, accurate record-keeping, and adherence to confidentiality standards. The role also includes providing customer service by referring inquiries to central HR personnel, tracking and routing customer requests, compiling reports, and reconciling data discrepancies.

Minimum Qualifications: Bachelor's Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

10117529 Water Protection Division Program Coordinator II Pay Band: 75
Contracts & Procurement Specialist

The Contract & Procurement Specialist is responsible for planning, coordinating, and overseeing high-value contracts and procurements to support the agency's mission. This role serves as a critical bridge between financial and programmatic operations, ensuring compliance with state procurement codes, federal regulations, grant requirements, and agency policies. The incumbent manages the full contract lifecycle, including budgeting, performance monitoring, reconciliation, and reporting to ensure fiscal accountability and operational efficiency. This position plays a key role in navigating complex, technical scopes of work and maintaining regulatory compliance. Through strategic procurement and contract management, the specialist ensures that resources are effectively allocated to achieve programmatic goals.

Minimum Qualifications: Bachelor's Degree and five (5) years of experience in program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

12282 Radiation Control Bureau Env. Scientist Specialist III Pay Band: 75
Radiation Control Section

Implement and execute the inspection program for x-ray registrants and radioactive materials licensees to ensure compliance with the New Mexico

Radiation Protection Regulations and good health physics practices

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

12280 Radiation Control Bureau Env. Scientist Specialist II Pay Band: 70
Radiation Control Section

Implement and execute the Radiation Materials Licensing program for x-ray registrants and radioactive materials licensees to ensure compliance with the New Mexico Radiation Protection Regulations and good health physics practices

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and two (2) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

10117116 Climate Change Bureau Env. Scientist Specialist III Pay Band: 75
Clean Vehicle Program Specialist

The Clean Vehicle Specialist manages the implementation of the New Mexico's Clean Cars and Clean Trucks program. Job responsibilities include tracking compli-

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ance information; analyzing and reporting data; developing and distributing program information; identifying and collecting fees; supporting the regulated parties, including vehicle manufacturers, governmental entities, and private fleet owners; and effectively communicating with agency peers, leadership, and all external parties. Ideal candidates will have a strong interest in zero-emission vehicles.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

10117835 Office of General Counsel Attorney Pay Band: LH
10117836 Office of General Counsel
Generalist

Attorneys represent the agency and its clients in complex, challenging administrative and judicial proceedings. They apply their deep legal expertise, knowledge of agency programs, and understanding of the agency's operating environment to achieve various objectives, including providing ongoing legal counsel to the Department Secretary, Directors, and Bureaus.

Minimum Qualifications: Juris Doctorate degree from an accredited school of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Benefits

- Paid Annual, Sick, & Personal Leave
- 11 Paid Holidays Annually
- Medical, Pharmacy, Dental, Vision
- Alternative Work Schedule options (after one year probationary period)
- Retirement through Public Employees Retirement Association
- Short- and Long-Term Disability
- Flexible Spending Accounts
- **5 Days of Admin Comp Time**
Leave at start of employment if new to NMED!