



Rapid Hire Position Listing

February 28, 2025, 2:00p.m.-5:00p.m.
525 Camino De Los Marquez, Santa Fe, NM 87505

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

/ Santa Fe Openings

10117522 Office of the Secretary Mgt Analyst III Pay Band: 65

10117521 Env. Protection Division

Workforce Support Analyst(s) Position Status: STRM

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.

10117530 Resource Protection Div. Program Coord. II Pay Band: 75

10117526 Water Protection Division

10117527 Environmental Protection Division

Contracts & Procurement Specialist(s) Position Status: STRM

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.

12003 Office of the Secretary Paralegal II Pay Band: 55
Office of Public Facilitation Paralegal Position Status: PERM

The Paralegal II supports the Office of Public Facilitation (OPF) by coordinating legal and administrative processes for impartial administrative law hearings, rulemakings, and public engagement. This role involves managing case files, tracking filings and deadlines, preparing legal documents, and ensuring compliance with procedural requirements. A critical aspect of this position is providing technical assistance for virtual and in-person public meetings, including facilitating the use of digital platforms (ex: WebEx), public comment portals, and hearing logistics. The incumbent also assists in drafting and reviewing legal notices, procedural filings, and regulatory documents to uphold accuracy and accessibility in OPF proceedings. The Paralegal II exercises independent judgment within established parameters to support transparency, efficiency, and legal integrity in the OPF's mission.

Minimum Qualifications: High School diploma or equivalent and two (2) years of work experience drafting and preparing legal correspondence, conducting legal research, and maintaining a case management/tracking system. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling two (2) years may substitute for the required experience.

/ Santa Fe Openings

10114259 Financial Services Acctnt & Auditor II Pay Band: 60
Accounts Payable Support Position Status: STRM

This position is responsible for processing and reconciling agency payments, including reviewing and entering vouchers and purchase orders to ensure accuracy and compliance. It also provides customer service support to bureau staff, ensuring proper documentation and resolution of accounts payable inquiries.

Minimum Qualifications: Associate Degree in Accounting, Finance, Auditing, or Business Administration and two (2) years directly related work experience in accounting, auditing, finance, and/or budgeting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

10117552 Financial Services Acctnt & Auditor III Pay Band: 65
Grants Analyst Position Status: STRM

This position is responsible for the fiscal management, oversight, and reporting of federal funds in compliance with state and federal rules, guidelines, and regulations.

Minimum Qualifications: Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and two (2) years directly related work experience in accounting, auditing, finance, and/or budgeting. 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.

27803 Financial Services Bureau Program Coord. II Pay Band: 75
Grants Program Coord. Position Status: STRM

This position is responsible for the fiscal management, oversight, and re-

porting of federal funds in compliance with state and federal rules, guidelines, and regulations. In addition, this position will manage one Accountant & Auditor Advanced, and will train them in all the functions of their position.

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.

40565 Radiation Control Bureau Program Coord. I Pay Band: 70
Radiation & Chemical Advocacy Section Position Status: STRM

This position supports the Radiation Control Bureau's program with community engagement, outreach and education. As the coordinator you will support and manage formal and informal notice requirements and timeline, research on the subject communities to support public involvement plans, and work with staff to develop outreach materials and strategies. You will support the program staff in ensuring program deadlines are being met including logistical planning, communications and document management. In this position you will also support records management and responses to public records requests.

Minimum Qualifications: Bachelor's Degree and three (3) years of experience 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 seven (7) years may substitute for the required education and experience.

10113902 Radiation Control Bureau Program Coord. I Pay Band: 70
Radiologic Technology Unit Position Status: STRM

This position coordinates and implements the the Medical Imaging & Radiation Therapy Program (MIRTP) by processing license applications and related invoicing and payments, and updating and maintaining records. This is the first point of contact for and respond to questions and guide them through the application process.

Minimum Qualifications: Bachelor's Degree and three (3) years of experi-

/ Santa Fe Openings

ence 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 seven (7) years may substitute for the required education and experience.

12279 Radiation Control Business Ops Specialist II Pay Band: 55
Radiologic Technology Unit Position Status: STRM

In this position you will be supporting the the Medical Imaging & Radiation Therapy Program (MIRTP) by processing license applications and related invoicing and payments, and updating and maintaining records. This is the first point of contact for and respond to questions and guide them through the application process. We look to you to develop and improve both internal and external work flow and operating efficiencies.

Minimum Qualifications: High School diploma or Equivalency and two (2) years of experience in office administration, budgeting, purchasing, finance, accounting, auditing, cash management, and/or contract management. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling two (2) years may substitute for the required experience.

10103307 Radiation Control Bureau Mgt Analyst II Pay Band: 60
Radiation & Chemical Advocacy Section Position Status: STRM

This position coordinates and implements Radiation and Chemical Advocacy Program is responsible for assisting DOE or DOE subcontract employees who become ill as a result of past exposures to radioactive materials and toxic chemicals with their claims and providing technical assistance and advocacy for those whose claims have been denied or who have encountered obstacles with the claims process.

Minimum Qualifications: Associate degree and two (2) years of experience in the procedures of business and management principles involved in stra-

tegic planning. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

10102679 Radiation Control Bureau A/O I Pay Band: 80
Radiation & Chemical Advocacy Section Position Status: STRM

As the Operations Section Manager of the Radiation Control Bureau (RCB) you will direct and supervise a team of administrative staff in the Operations Unit and staff who implement the Medical Imaging & Radiation Therapy Program and Operations Unit supports the the day to day operations of the bureau including but not limited to fee collection, procurement, contract, and resource management. The operations team also provides administrative support to Bureau staff including data entry and records management. The Medical Imaging & Radiation Therapy Unit administers and implements the certification program for practitioners of medical imaging and radiation therapy.

Minimum Qualifications: A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience.

Santa Fe Openings

10116493 Radiation Control Env. Scientist Spec. Supv Pay Band: 80
Radiation Control Section Position Status: STRM

This position supports the New Mexico Environment Department - Radiation Control Bureau (RCB) Radioactive Materials, X-Ray, and NORM inspection and compliance and enforcement programs by providing general leadership and oversight of staff conduct field inspections of radioactive material licensees and radiation machine registrants throughout the state and follow through on related compliance assistance and enforcement to worker and public safety. This program also investigates incidents and allegations involving unnecessary or accidental exposure, or release of radioactive materials throughout the State to ensure compliance state and federal regulations.

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.

10117830 Radiation Control A/O I-Env Science Pay Band: 85
Radiation Control Bureau Position Status: STRM

This position manages the Community and Safety programs including Indoor Radon Outreach and Education, WHIPP Emergency Preparedness Unit and Radiation and Chemical Advocacy /Nuclear Workers Advocacy Program as well as support and coordinate outreach and public engagement efforts of the Radiation Control Bureau.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science and/or chemistry and six (6) years of work experience in environmental science, animal science, natural sciences, biological science, physical science and/or

chemistry. Substitutions apply. See Substitution Table below. three (3) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment.

10117812 Climate Change Bureau Program Coord. I Pay Band: 70
Climate Action Task Force Position Status: STRM

This position provides project management and administrative support to achieve New Mexico's climate goals outlined in Executive Order 2019-003 on Climate Change and Waste Prevention, including coordinating the inter-agency Climate Change Task Force, the State Climate Adaptation and Resilience Plan, and the State Comprehensive Climate Action Plan.

Minimum Qualifications: Bachelor's Degree and three (3) years of experience 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 seven (7) years may substitute for the required education and experience.

10117240 Climate Change Bureau Program Coord. II Pay Band: 75
Clean Hydrogen Coordinator Position Status: STRM

This is a complex, high-profile interdisciplinary position to develop the clean hydrogen economy in New Mexico. While becoming an expert in the production, storage, transportation, and use of hydrogen, the Hydrogen Coordinator works with businesses, communities, Tribal governments, and key state agencies to bring jobs and investments to New Mexico. The position researches advanced technologies, develops strategies and assessments, communicates with agency leaders, creates education and outreach materials, and identifies how clean hydrogen climate measures help reach the state's decarbonization targets. Ideal candidates will have a strong interest in clean hydrogen.

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.

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!