

## **JOB DESCRIPTION**

Title: Human Resources Manager

### **Position Summary**

Natural Gas Processing Co., a Wyoming corporation, through its divisions Zia Natural Gas Company and Wyoming Gas Company, has over 46,500 gas utility customers in both Wyoming and New Mexico, employs 85 people, and has over \$34 million in yearly gross revenue. The position is responsible for all human resource functions for Natural Gas Processing including payroll, benefits management, and hiring and retaining employees.

### **Essential Functions and Areas of Responsibilities**

- Bi-weekly payroll processing;
- Payroll tax and benefit remittance;
- Labor expense reporting in monthly financial statements;
- Health insurance review and management;
- Worker's compensation claims and management;
- Drug and Alcohol Program management;
- Employee training and education;
  - Problem Solving
  - Management Training and Coaching
  - Sexual Harassment Awareness and Drug and Alcohol Program Training
  - Customer Service Skills
- Hiring and retention;
- Accounting assistance and functions as needed and as time allows;

### **Skills**

- Bachelor's Degree
- Background in human resource management
- Member of Society of Human Resource Managers
- Strong oral and written communication skills
- Strong leadership, communication, supervisory and organizational skills

Minimum starting pay for qualified applicants is \$60,000 per year. Due to federal regulations, vehicle insurance requirements, and nature of job description, a criminal background check, pre-employment drug screen check, and driving record check are required.

To apply, please send a resume with cover letter to Oscar Saucedo at [osaucedo@zngc.com](mailto:osaucedo@zngc.com), drop off at 100 Short Dr, Ruidoso Downs, NM or mail to Zia Natural Gas Company, Attn: Oscar Saucedo, PO Box 888, Ruidoso Downs, 88346.